

Subject: Radio Heatherwood Presenters Newsletters
From: "Secretary" <Secretary@radioheatherwood >
Date: 27/07/2002, 14:14
To: Radio Staff



The Radio Heatherwood staff newsletters took many styles and methods of production during its publications.

We have recreated an issue distributed by email to radio staff and also posted on the staff noticeboard.

This newsletter originally published as above date.

The only changes made to these emails have been the removal of personal phone numbers and email addresses.

Background Story to Email:-

News etc 27.07.2002

PJ Davidson-Smith Former Secretary

Subject: News etc 27.07.2002
From: "Secretary" <Secretary@radioheatherwood >
Date: 27/07/2002, 14:14
To: Radio Staff

Hi Guys & Girls

No news this time around just reminders and hints.

CD MISSING

CD874 is still missing (Now 50 disc 2) Please double check your bags someone must have it

Keeping Cool

As you know summer has finally arrived and the temperature has risen to the eighties in the studio.

Some Guidelines for you:-

You can turn on the mobile small fans in the library and production But remember to turn them off again before you leave each evening.

Two fans in Engineering please do not alter these and leave the engineering door open at all times.

Cooling fans Reception & Studio One

They must be filled with water if you want the best from them. Do not run them without water otherwise you will suffer a terrible smell the next time it's used, because the filter would have dried out.

Lights

Turn off all un-necessary lights these are adding to the room temperature
Always power down equipment which you are not using

PC's

Turn off the library computers when you have finished marking up, These will add more heat to the rooms.

Leave the outside door propped open. But do not leave valuables un-attended in this room. Someone could quite easily whip your bags etc.

Studio Power ON & Off

When we have finished with our studio's each evening, remember to turn off all cd's, cassette decks, mini-disc-s and turntables before you power down the studio.

In addition the Chilton faders should be closed down before powering off.

If we follow the above, the next time we power up the studio, there isn't a sudden drain on the current of the mains, producing large spikes on the output and also the mixer won't send the meter's off the scale.

The final task after power down is the removal of your tape from the video and this should then be turned off. (No Red Button Front)

Web Site Stonkers

I think the web site stonker man has gone to sleep. It would be nice if we could get some new stonkers for the web page. How about it guys ?

Washing Up

For some reason we seem to be gaining lots of mugs on the tea tray but we only have at the most four presenters per night. Please stop adding extra mugs to the tray there is six on the tray plus the three yellow one's. I have had a blitz on the washing up and have removed some of the extra's.

I noticed we have been washing the cups up but not drying them, hence the mugs end up with a bubble of water at the bottom of the cup which turns into a dirty brown stain.

Always dry the cups up with the paper towels.

Nobody wants to drink from a dirty cup!!!!!!!!!!!!!!!!!!!!!!

In addition we have filled up the paper towel holder. Dave knows where we can get a regular supply!!

Public Health Warning

Today yours truly was the butt of the teams jokes as I decided to dress cool with my shorts on. They may have laughed at me, but I was cool and it's not often at my time of life you get two nurses rub their hands up and down my legs!!!

WHEY Hey!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!

And I loved every minute of it!

That's all for now

Regards

Keep on Rockin !

PJ

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