

Procedures for Opening the Lodge

1. **The electricity** should already be on, there is no need for it to be turned off. However if you find it has been turned off, the switch is located on the right as you enter the front door. 'ON' position is down.
2. **Turn on the gas.** The gas tap is located on the external wall, right front corner of the Lodge. The 'ON' position is when the lever is vertical (in line with the pipes).
3. **Turn on the water.** Turn off all the taps in the Lodge, and close the drain tap, which is located under the grating inside the front door (lift the metal plate and turn the tap clockwise). Then turn on the mains, which is located outside the Lodge under the kitchen. The tap is a T-shaped lever, 'ON' is anti-clockwise.
4. **Turn on the water pump** for the hot water service, which is located in the drying room. (Instantaneous system has been installed; gas will fire up when a hot tap is turned on).

Procedures for Vacating the Lodge

Electricity: The power should be left on, however please ensure that all lights and heaters are switched off. (Refer to electricity section)

Toilets: After the water mains are turned off, flush all the toilets repeatedly.

Water: Turn off mains (refer to water section) Open the drain tap and open all the Lodge water taps to drain the water.

Gas: Turn off all the heaters and stoves. Turn off the gas mains (refer to gas section)

Fireplace: Ensure that all the ashes are cleared out of the fireplace. Then set the fire ready for the next arrivals (if safe) and ensure the woodpile is stocked up. Do not throw bury the ashes in the snow.

Report any faults, etc. to the Lodge Leader or to the Lodge Manager, so they can be rectified quickly.

Please leave the Lodge and balcony clean and tidy, as you would expect to find it.

Check that all the doors are locked, don't forget the wood room door.

General Information

Medical Supplies are in the kitchen cupboard on the left of the sink. Please use them only for emergencies and report shortages to the Lodge leader.

Cleaning Materials such as detergent, etc are in the cupboards under the sink. Extra stock can be found in the workroom. Please report to the lodge leader when stocks are running low.

Boots and other outside footwear should not be worn inside the Lodge under any circumstances.

The fireguard must be closed when the fire is lit. The fireplace should be cleared out prior to your departure. Ashes should be placed in the bins located outside the wood room door. If the bins are full, place the **cold** ashes in the black garbage bags and put out with the rubbish.

Bedding is partially supplied. There are donnas, electric blankets and a mattress cover for each bed, located in each room. *PLEASE DO NOT BORROW FROM OTHER BEDROOMS.* GUESTS MUST SUPPLY THEIR OWN SHEETS AND PILLOWSLIPS.

Fire is the greatest hazard in all ski lodges. Please check on the location of each of the fire extinguishers (refer to fire plan). To operate, remove the safety pin, point to the base of the fire and squeeze the trigger. If a fire extinguisher is discharged ensure to inform the Lodge leader. Please use the utmost care in disposing of the ashes from the fire.

NO SMOKING INSIDE THE LODGE UNDER ANY CIRCUMSTANCES.

Snow from the **balcony, main & side entrance** areas needs to be cleared on a daily basis. Excess snow will cause damage to the balcony.

It is highly recommended that you take a **torch** with you, if you are planning to arrive at night.

If you have any problems please contact your Lodge Leader, or the Lodge Manager (Travis Lane) on 0408817334.

Lodge Duties

If the Lodge is not fully occupied, please ensure that all the following duties are carried out. If you are unsure of your responsibilities, please consult with the Lodge Leader.

- Room 1:** Clean and vacuum bedroom and dining area
Clean kitchen (hot plates, grill etc.)
Clean bathroom, and toilet next to the wood-room
Turn off **all** electric blankets
- Room 2:** Clear snow from the balcony, wood-room and lodge entrance **daily**
Vacuum and tidy bedroom
Turn off **all** electric blankets
- Room 3:** Clean kitchen (hot plates, grill, oven, etc.)
Mop kitchen floor and tidy bench tops
Clean refrigerator and throw out old food
Vacuum and tidy bedroom
Turn off **all** electric blankets
- Room 4:** Clean adjacent bathroom, toilet, including mopping the floor
Tidy the drying room
Vacuum and tidy bedroom
Turn off **all** electric blankets
- Room 5:** Clean adjacent bathroom, toilet, including mopping the floor
Tidy the entrance area.
Vacuum and tidy bedroom
Turn off **all** electric blankets
- Room 6:** Vacuum and tidy living area, the stairs and upstairs hallway
Clear snow from the fire escape
Vacuum and tidy bedroom
Turn off **all** electric blankets
- Room 7:** Clear out fireplace, safely remove ashes and reset fire
Tidy and sweep wood-room
Vacuum and tidy bedroom
Turn off **all** electric blankets

Note: Please ensure that all leftover food is disposed of; don't leave it for someone else. Foods that will keep may be placed in the 'Help yourself shelves'.