

DAY VISITORS ONLY

ON ARRIVAL AT THE LODGE

FOLLOW THESE INSTRUCTIONS PRECISELY IN THE ORDER SHOWN

1. **Unlock the front door.**
Set the snib on the front door to the unlocked position.
2. **Turn on the gas supply.**
 - a) Go to the gas bottles outside the front entrance.
 - b) Turn on the gas, by opening the valves on top of BOTH gas cylinders labelled "**In Service**" fully, then back one turn. (Note that the changeover lever points to the 2 cylinders in service, opening BOTH valves produce better pressure for cooking and lighting the gas lamps.)
3. **Do not turn on the water supply.**
 - a) Drinking water is stored in the plastic container located on the kitchen bench.
 - b) **Do not use the lodge toilets (the hand water pump for the middle toilet is not operating)**
 - c) Use the Public toilets.
4. **Heaters.**
You may only use the oil heater in the Lounge Room.
To turn on the heating oil supply, go under the main stairs and open the red-handled valve above the sight glass one full turn.
5. **Lodge Services**
A limited number of services can now be operated, i.e. the gas lights, the Lounge room oil heater and the day water service.

ON LEAVING THE LODGE

FOLLOW THESE INSTRUCTIONS PRECISELY IN THE ORDER SHOWN

1. **Turn off the oil heater and oil supply.**
 - a) Turn off the Lounge oil heater as per the instructions next to the heater.
 - b) Go to under the main stairs and **close** the red-handled heating oil **valve** above the sight glass.
2. **Turn off the gas supply.**
 - a) Check first that all appliances are turned off; i.e. stoves and lights.
 - b) Go to the gas bottles outside the front entrance and **close** the **valves** on top of the 2 gas cylinders labelled "**In Service**". (Note that the changeover lever points to the 2 cylinders in service.)
3. **Tidy up the Lodge.**
 - a) **Take all rubbish**, empty bottles, tins etc. for disposal at home. Check that no food is left in the cold cupboards or the meat safe. Check that all food shelves have been cleaned out. Do not leave any partly used milk cartons, tins of fruit etc.; i.e. **all perishable food stuff should be removed from the Lodge.**
 - b) Stray pieces of clothing should be put in the lost property seat (under the barometer).
 - c) Skis and boots are to be stored under the main bunk room and/or on the boot shelves; **skis shall not be left in the ski racks nor shall boots be left in the drying room.**
4. **Close the Lodge.**
 - a) **Close all windows.** Insert the orange locking bars. Pull all curtains. Lower the kitchen & workshop blinds.
 - b) Lock the balcony door.
 - c) Check that the two emergency exits are properly latched, top and bottom.
 - d) **Lock the front door.** Put the snib to the locked position and close the front door.

You may now go home.

OVERNIGHT STAY

ON ARRIVAL AT THE LODGE

FOLLOW THESE INSTRUCTIONS PRECISELY IN THE ORDER SHOWN

1. **Unlock the front door.**
Set the snib on the front door to the unlocked position.
2. **Turn on the gas supply.**
 - a) Go to the gas bottles outside the front entrance.
 - b) Turn on the gas, by opening the valves on top of **BOTH** gas cylinders labelled "**In Service**" fully, then back one turn. (Note that the changeover lever points to the 2 cylinders in service, opening **BOTH** valves produce better pressure for cooking and lighting the gas lamps.)
3. **Turn on the water supply.**
 - a) **Close all** the hot and cold water **taps**, **except the hot water tap over the small kitchen sink**; i.e. **two** taps over the wash trough in the ski area, **eight** taps in the ladies' bathroom, **two** taps in the middle toilet, **eight** taps in the men's bathroom, **two** taps over the double basin kitchen sink and **the cold tap** over the small kitchen sink.
 - b) Close the **two** hot water tank drain valves (**yellow** handles), one behind the main living room oil heater and one behind the drying room oil heater.
Altogether close **23 taps** and **2 valves**.
 - c) Go to the drying room and:-
 - 1) **Close** the **yellow valve** labelled "**Cold Water Tank Drain Valve**".
 - 2) **Close** the **yellow valve** labelled "**Supply Pipe Drain Valve**".
 - 3) Slowly **turn** the **handle** labelled "**Main Water Supply Valve**" to **OPEN**.
You should hear water flowing up to the roof tanks.
4. **Turn on the heating oil supply.**
Go under the main stairs, and **open** the red handled **valve** above the sight glass one full turn.
Record the heating oil level (sight glass in the stair well)
5. **All services EXCEPT the DRYING ROOM OIL HEATER may now be used.**
6. Allow about **20 minutes** for the hot water storage tank to fill. This will be indicated by water flowing from the hot water tap over the small kitchen sink. **Close the hot water tap** over the small kitchen sink.
7. The drying room oil heater may now be lit.
8. All lodge services are now available for normal use.

WARNINGS

1. **If instruction 3 is not done before turning on the main water supply, it is possible to flood the bathroom, kitchen and ski room floors because of ice blocking the drains in the various sinks and basins.**
2. **If the drying room oil heater is lit before water is available at the hot water taps, steam can be generated causing potentially dangerous conditions.**

OVERNIGHT STAY

ON LEAVING THE LODGE

FOLLOW THESE INSTRUCTIONS PRECISELY IN THE ORDER SHOWN

1. Turn off the oil heaters.

Turn off all oil heaters. **One** in the main living room, **one** in the junior lounge room, **one** in the main bunkroom and **one** in the drying room. **Four oil heaters in all.**

NOTE: Turn off the heaters as per the instructions on each heater, **CLOSE** the oil supply valves (red valves) **ONLY** on the lounge room heater and the drying room heater.

2. Turn off the oil supply.

Go under the main stairs and **close** the red handled heating oil **valve** above the sight glass. Record the heating oil level.

3. Turn off the water supply and drain the water system.

a) Go to the drying room and:-

1) **Turn** the **handle** labelled "**Main Water Supply Valve**" to **CLOSED**.

2) **Open** the **yellow valve** labelled "**Cold Water Tank Drain Valve**".

3) **Open** the **yellow valve** labelled "**Supply Pipe Drain Valve**".

b) **Open** all hot and cold **water taps**: **two** taps over the small kitchen sink, **two** taps over the main kitchen sink, **eight** taps in the men's bathroom, **two** taps in the middle toilet, **eight** taps in the ladies' bathroom and **two** taps over the wash trough in the ski area. Make sure the shower roses are facing down.

c) **Open** the **two** hot water tank drain **valves** (**yellow** handles), one behind the main living room oil heater, and one behind the drying room oil heater.

d) Altogether open **24 taps** and **4 valves**.

e) **Flush** all **toilets**; i.e. the ladies', the middle one and the men's.

4. Turn off the gas supply.

a) Check first that all appliances are turned off; i.e. stoves, lights and gas heater.

b) Go to the gas bottles outside the front entrance and **close BOTH** of the **valves** on top of the 2 gas cylinders labelled "**In Service**". (Note that the changeover lever points to the 2 cylinders in service.)

5. Tidy up the Lodge.

a) **Take all rubbish**, empty bottles, tins etc. home for disposal. Check that no food is left in the cold cupboards or the meat safe. Check that all food shelves have been cleaned out. Do not leave any partly used milk cartons, tins of fruit etc.; i.e. **all perishable food stuff should be removed from the Lodge.**

b) Stray pieces of clothing should be put in the lost property seat (under the barometer).

c) Skis and boots are to be stored under the main bunk room and/or on the boot shelves; **skis shall not be left in the ski racks nor shall boots be left in the drying room.**

6. Close the Lodge.

a) **Close all windows.** Insert the orange locking bars. Pull all curtains. Lower the kitchen and workshop blinds.

b) Lock the balcony door.

c) Check that the two emergency exits are properly latched, top and bottom.

d) **Lock the front door.** Put the snib to the locked position and close the front door.

You may now go home.