

Merriment Alpine Club

Lodge Procedures

Table Of Contents

At a Glance.....	2
1 Arriving.....	2
2 During your stay.....	2
3 Departing.....	2
During your stay - Details.....	3
1 Check In.....	3
2 Fire and Safety.....	3
3 First Aid.....	3
4 Snow Clearing.....	3
5 Garbage.....	4
6 Linen Service.....	4
7 Electricity.....	5
8 Barbecue.....	5
9 Dishwasher.....	5
10 Drying Room.....	5
11 Fireplace.....	6
12 Flags.....	6
13 Heat bank.....	6
14 Lighting.....	6
15 Sauna.....	6
16 Security.....	6
17 Stores.....	6
18 Telephone.....	7

At a Glance

1 Arriving

- Check-in time is **2.00pm** Sunday, during the Winter season.
- Turn on main switches for Light, Power and Heating (see 7 Electricity)
- Brief all members and guests on Fire and Safety Rules

2 During your stay

Garbage

- Collection is 8.30am Monday and Thursday.
- Only Purple and/or Yellow garbage bags, as provided by Hans Oversnow, will be collected.

Laundry

- Collection is 8.30 am Monday. Linen is returned Thursday.

Smoke Alarms

- The bedroom smoke alarm detectors are very sensitive.
- Keep bathroom doors closed and the extractor fans turned on when showering, otherwise the alarm **WILL** go off and the Fire Brigade **WILL** arrive.
- keep doors closed and be aware of the smoke detectors when cooking, burning toast or the fire is alight

Snow Clearing

- The veranda and all doorways and exists **MUST** be kept clear of snow at **ALL** times to allow for emergency exit and to prevent overloading the veranda.

Oven

- The timer must be set for the oven to operate. The timer knob is the far left knob (the hand symbol) and manual operation is one click anticlockwise.

Fireplace

- Damper Open, pull towards front of fireplace. Damper Closed, push towards rear of fireplace.

3 Departing

- Check-out time is 10:00 am Sunday, during the Winter season.
- During the winter season, professional cleaners will clean the lodge. At all other times, the Lodge must be left spotless.
- Clean-up kitchen, turn dishwasher on if required and vacate kitchen by **09:00am**.
- No food AT ALL can be left in the refrigerator or pantry.
- Leave doonas on the bed with the pillows. Strip beds and place used linen in the laundry bags.
- Close the fireplace damper to keep flies and weather out.
- Fill wood storage boxes on either side of the fireplace with split logs and enough kindling to start two fires.
- Bring gas bottle and hose from the barbecue inside.
- Place used linen bags in the box room (the room on the left, in the airlock, as you exit the front door).
- Contact Hans to arrange to have garbage taken with you on the oversnow, or to make other collection arrangements.
- Complete the Lodge Captain's Report.
- Make sure all heaters and lights are turned off.
- Turn off main switches for Light, Power and Heating (see 7 Electricity)

During your stay - Details

1 Check In

Check-in time is **2.00pm** Sunday, during the Winter season.

Bags and skis may be left in the downstairs airlock or on the roadside veranda should you arrive early.

Entry is via a key pad, which will have been given to you by the Booking Manager.

Entry and exit with ski gear should always be via the back door and air lock (facing creek).

Skis and poles should be stored in the ski room.

2 Fire and Safety

Lodge Captains must ensure that all Members and Guests are familiar with:

- The location of all exits, hoses and extinguishers
- The following rules.

If the fire alarm sounds:

- check the safety of children and other occupants of the lodge
- determine the cause of any fire and extinguish the fire if possible
- if you do have to evacuate the lodge, try to ensure that everyone is wearing shoes to avoid frostbite.

When the lodge is not occupied:

- put the fire-guard on the fire
- do not leave electric blankets on in the bedrooms.
- do not leave heaters on
- do not leave the drying room heaters on

At all times:

- ensure that all heaters are clear of clothing and curtains
- ensure that the veranda and all doors and exits are clear of snow to allow for emergency exit
- ensure that the veranda is kept clear of snow so that the structure is not overloaded

Please note that the bedroom smoke alarm detectors are very sensitive.

When showering , keep bathroom doors closed and the extractor fans turned on, otherwise the alarm WILL go off and the fire brigade WILL arrive.

If the fire alarm is triggered and after investigation you find that it is a false alarm (caused by showering, toast burning, etc.), then you may call 000 to tell them the status, however the brigade will always still attend.

3 First Aid

A first aid kit is kept in the kitchen cupboard above the fridge. Please replace any items used.

4 Snow Clearing

The veranda and all doors and exists must be kept clear of snow at all times, to allow for emergency exit.

It is also very important to keep the veranda clear of snow at all times, otherwise the structure may collapse due to large snow and/or ice loads..

When clearing snow from the veranda, take care not to smash the living room windows with the shovel!

5 Garbage

Hans Oversnow collects garbage put out in Purple and/or Yellow garbage bags **BEFORE 08:30am** Monday and Thursday mornings.

Hans will allow you to take garbage with you on the oversnow, provided you **pre-arrange** this with Hans at the time of booking the oversnow. If there is any problem with this, ask for Iggy at Hans Oversnow.

Purple bags are for garbage and Yellow bags are for recyclables.

The box room (the room on the left, in the airlock, as you exit the front door) can be used to store rubbish until collected.

The bags are purchased from Hans Oversnow. and are usually found in the kitchen cupboard under the microwave. If you run out, you can have more delivered by Hans and charged to Merriment's account.

Black kitchen garbage bin bags are also provided (also kept under the microwave) and should be used to line the garbage bins in the kitchen.

Do not leave ANY loose cartons, bottles or bags of rubbish IN the lodge or OUTSIDE the lodge when vacating. Everything should be packed into Purple & Yellow bags

If you leave garbage outside, except for the few minutes before Hans picks it up, the birds will tear the bags apart and scatter the garbage.

A suggested winter garbage strategy is:

- Before 08:30 Monday morning, put Purple and Yellow bags from the previous party on the veranda for collection.
- Keep garbage from Sunday through Wednesday in the box room at the front door.
- Put garbage in Purple and/or Yellow Hans bags out on the front veranda before 08:30 Thursday morning for collection by Hans.
- On departure, contact Hans to arrange to take garbage with you on the oversnow, or to make other collection arrangements.

If at any time, garbage has not been collected as scheduled, contact Hans Oversnow.

6 Linen Service

The winter season linen service is provided by Leesville Laundry, Lee Avenue, Jindabyne.

For other than the winter season, bring your own sheets, towels and tea towels – that's one of the reasons why rates are reduced for the low season

For the winter season, the lodge provides the following items:

- One towel per person
- One bath mat per bathroom
- One pillowslip and two sheets per bed.

If extra sheets are needed for children, then you must provide the extra linen. Please do not use extra linen provided by the lodge, as this will leave the following parties short.

On departing, leave your used linen bags in the box room (the room on the left, in the airlock, as you exit the front door), for the following party to put out on Monday.

If no party is following, call Leesville Laundry to arrange collection, or take the used linen to Leesville in Jindabyne.

Clean linen will be left on the front porch each Thursday. It is the Lodge Captain's responsibility to put the clean linen neatly in the downstairs linen cupboard.

If at any time laundry is not collected as scheduled, contact Hans Oversnow.

The following guidelines are provided by Leesville Laundry:

- Do not fold dirty linen, this wastes our time and yours
- Please place sheets and towelling in separate bags
- Your linen should NEVER be used for cleaning or mopping up spillage. Chemicals used in cleaning are too harsh for linen and often the stains cannot be removed. We have rags available for cleaning purposes.
- Ensure that all laundry is placed in plastic bags and then into the laundry bags. If the Freight Shed is wet, this will prevent concrete stains, which are impossible to remove.
- Any wet items of linen, such as bath towels or tea towels, need to be placed in a separate plastic bag from other linen. If coloured the dye could run. If wet linen is placed in the bottom of a laundry bag without plastic it will draw concrete and dirt through the bag, staining the linen.
- We suggest using a knife to cut the plastic bags that your clean linen comes in so that the bags can be reused either for dirty linen or leave them next to your pick up and we can do our bit for the environment and recycle them.
- All tea towels are washed in a pool system. This means that all tea towels are placed in a central bin and washed together. When tea towels are returned to you, you will get back the same quantity that you sent in although they may not necessarily be the exact tea towels you sent in.

7 Electricity

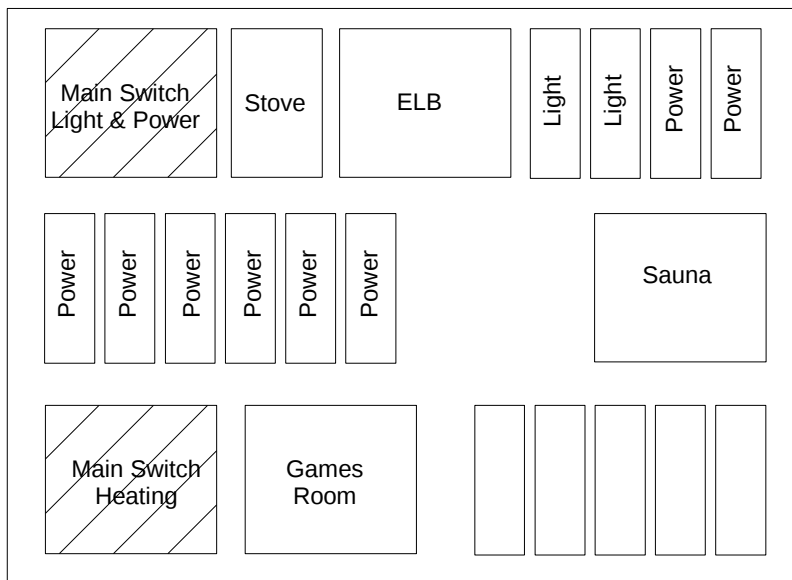


Figure 1 Internal Main Switchboard

The main switches for Light & Power and Heating are located in the internal switchboard, found in the downstairs bedroom closest to the airlock.

There are other main switches in the external switchboard (located outside under the kitchen window), but these must remain ON at ALL times as they include the power for the fire panel.

8 Kitchen Gas

When the kitchen gas runs out, switch to the other bottle, (located outside the kitchen window) and then **IMMEDIATELY** call Hans Oversnow to have the empty bottle filled, before you forget and leave another party without gas!

9 Barbecue

The barbecue is on the veranda. There is a spare gas bottle in the wood room downstairs.

The gas bottles should not need to be re-filled during the winter season, however if necessary, they can be re-filled by taking them to Jyndabyne.

10 Dishwasher

Use only the dish washing powder/tablets and Rinse-Aid as provided.

Close the dishwasher door, push the power button on the left and select the program from the buttons on the right.

Most dishes only require the economy wash, which is the button furthest to the right.

To close the soap container, slide the lid across and press down on the RIGHT hand side of the lid.

11 Drying Room

The fan and heater operate simultaneously, and are thermostatically controlled.

To turn the system on or off, use the switch on the timer. Do not operate the switches located on the heater or fan themselves.

On arrival, set the correct time on the timer and leave all switches set to Auto.

12 Fireplace

To start the fire, pull the damper lever inside the firebox on the left hand side fully forward.

Light the fire and when large logs are alight (approximately ½ an hour after lighting) push the lever half way back.

Close the damper (push fully backwards) when vacating lodge to keep the flies and weather out.

Under no circumstances is the fireplace to be used for barbecuing or burning of rubbish as this can cause chimney fires.

Put the fire-guard on fireplace when leaving the fire unattended.

The Jetmaster fireplace should not usually need to be emptied of ashes between parties, but please leave the fireplace "tidy". If the fireplace does fill up with too much ash and you do need to empty the ashes, wait until they are cold and place in the garbage.

13 Flags

The Australian and Merriment flags should be flown each day the lodge is occupied.

The flags should be raised first thing in the morning and lowered at sunset.

The Australian flag should be flown from the Eastern flagpole (the one on the right when looking at the creek from inside the lodge). And of course, as for all flags, they should never touch the ground as they are being raised and lowered.

14 Heat bank

The on/off switch is at the bottom right hand side, when looking at the heat bank.

Turn the switch **anti-clockwise** to turn the heat bank on and then select the fan setting from the bank of switches on the front of the heat bank.

The thermostat is on the wall and should be set at 20°C.

The heat bank can be left turned on permanently as it uses little electricity and the door to upstairs may be left open occasionally to allow heat to rise.

Please do not use the clockwise setting (boost setting) as this does not use off-peak electricity and is very expensive.

15 Lighting

Light globes are located in the stores cupboard or drawers in the games room.

Try to use energy saving fluorescent bulbs wherever possible.

All lights should be turned off when not in use (particularly the bedrooms).

16 Sauna

Turn the thermostat outside the sauna door clockwise until temp reads approximately 90°C. It will take approximately 40 minutes to heat up and should be turned off immediately after use.

Do not let children play in the sauna unless under adult supervision. If a child falls on the heater serious injury will be caused.

17 Security

Please lock the lodge during the day when no-one is “at home”.

18 Stores

Detergent and dishwasher supplies, toilet paper, light bulbs, foil, vacuum bags, etc. Are located in the cupboard under the stairs in the games room.

If shortages are found, please replenish from Valley Store or Jindabyne and advise Booking Officer of cost for credit.

19 Telephone

Only local calls can be made from the lodge phone. Please use a mobile phone for all other calls.

The cost of all local calls is included in accommodation fees.