

SUNDOWNER SKI CLUB

Welcome to The Ski Lodge.

To maintain a friendly environment and to assist in the upkeep of the Lodge, your assistance in following a few simple procedures would be greatly appreciated.

The following list has been prepared as a guide for members and visitors to the Lodge. As the Lodge relies on all members and visitors providing the cleaning and care of the building, it is important that we all leave the Lodge as we would like to find it.

For every accommodation booking, a Lodge Captain will be appointed by the Booking Officer. The Lodge Captain is responsible for the Lodge during the week and will look to all members and visitors to assist in the cleaning and care during their stay.

All occupants of the Lodge shall observe all reasonable requests and directions of the Lodge Captain concerning conduct, management and safety of the Lodge.

National Parks & Wildlife regulations permit only 2 people per room. Sundowner is licensed for 12 overnight guests only.

FIRE PRECAUTIONS

1. Fire Extinguishers & Fire Blanket

- Please make yourself familiar with Fire extinguishers situated at:
 - The entrance downstairs
 - At the end of the hallway adjacent to room 5.
 - Near the phone in the upstairs living area
 - Fire hose in the stairwell
 - Fire blanket in the kitchen.



2. Fire Exits

- Ensure that every outside door opens fully and is not iced-up.
- **THE DOOR AT THE END OF THE PASSAGE, THE FIRE ESCAPE IN THE STAIRWELL AND THE DOOR ONTO THE DECK** should be checked **DAILY** by the Lodge Captain (or designated person).

3. Fire Screen

- Use the black fire screen when using the fireplace.

4. Fireplace Ash

- There is a chute for ash in the rear left hand corner of the fire place under a brick. When cold, ash is to be swept down this chute. The ash is removed once a year at the working bee.
- **Ash must not be removed or stored in any other way. Do not put combustible or any other rubbish down the chute.**

5. Combustible Materials

- Store all combustible material in the wood room.

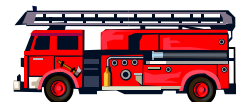
FIRE ALARM

- The Alarm box is situated in the entrance behind the door to the hallway.
- The Alarm system is designed to sense smoke and will sound an alarm.
- **STEAM from the showers will set off the alarm.** Please shower with the door closed.

- **If the alarm sounds, CHECK FOR FIRE.**
If no fire can be found, open door to the alarm box and press alarm reset button, the plant reset button, and then close the door.

- **This is not a back-to-base alarm.**

**IN CASE OF FIRE OR EMERGENCY, PHONE 000
OR PERISHER VALLEY FIRE STATION 64575037**



SMOKING

- Smoking is not permitted in any part of the lodge.

BEDDING

- Please use your own pillow slips and sheets.
- Extra blankets are provided in each room if required.
- Sheets must be used between the doona and mattress cover, and pillow slips on the pillows.

BATHROOMS

- Don't forget to bring your own towels.
- As the facilities are somewhat "cosy" please be mindful of the guests in the adjacent room.
- Bath mats are provided. Please use them and check that water does not run out onto the carpet. Please wash the bath mats at the end of your stay.
- **Do not shower with bathroom door open. The steam will set off the fire alarm!**

HEATING

- **In-room heating:** The wall heater in each room is programmed to be on between 5pm and 9am each day. Set the dial on the heater in your room as required. The heater will not work efficiently if the window in your room is wide open.
- **Hallway and living area heating:** This heating is controlled by a thermostat in the hallway opposite the spa room. Detailed instructions are located in the "Arrival and Departure Checklists" on pages 6 & 7.
- Set the thermostat down during the day and for comfort during the evening.
- To conserve fuel and restrict use of heating during the day when the Lodge is not occupied, leave all bedroom doors closed and upstairs windows & doors shut.

CLEANING

- A contract cleaner has been employed for cleaning the lodge during the ski season. The cleaners will try to clean between departing and arriving groups on Saturdays.

- You are still required to leave the lodge in a clean and tidy state on departure. Please wash up in the kitchen, clean the fireplace and set the fire and remove rubbish from bedrooms and bathrooms before leaving.

ACCOMMODATION SHEET

- Please complete the yellow Accommodation Sheet for your group and send to the Booking Officer with a cheque for any money owing **immediately** after your stay.

PHONE CALLS

- The Club no longer has a telephone. The contact numbers for Lodge Captains before and after you are on the Lodge Captain's sheet.



FREE STORES

- For your convenience, basic stores such as tea, coffee, sugar, salt, pepper, soap, toilet paper and cleaning products, are provided free of charge. Please notify the Secretary or Booking Officer if these are running low.

GARBAGE & RECYCLABLE SERVICE - PLEASE NOTE THE NEW PROCEDURES

There are four separate waste streams required by National Parks and Wildlife Service. See below:

Garbage should be put into heavy duty black or Green garbage bags (supplied by the club). These bags can then be put directly into the Waste Hut, located next to the wood pile. Smaller supermarket bags are not accepted.

Bottles, cans and plastics are to be put into clear plastic bags (supplied by NPWS) and put into the Waste Hut. Please ensure these bags are full, and securely tied, before placing in the hut.

Paper and cardboard is to be put into clear plastic bags (supplied by NPWS), securely tied and put into the Waste Hut. Excess cardboard may be flattened and tied in a bundle before being put into the Waste Hut.

Cooking Oil will be collected, but only stored and sealed in original container.

Waste collection for our lodge occurs on Tuesday and Friday.

Please ensure clear plastic bags are filled and not wasted. We are allocated a certain number of bags for the season, based on expected use. If needed, extra bags can be purchased from National Parks at the Perisher Office, at a cost of \$10 for 20 bags.

Please ensure no loose waste of any sort is put into the Waste Hut.

RECYCLABLE BOTTLES, CANS and CARDBOARD

- Recyclables are now collected with other garbage on Tuesdays and Fridays. See above for details, or refer to the Recycling and Waste poster in the Lodge.
- In the non-snow season, please remove your own rubbish.
- Do not burn cardboard or excessive paper.

FIREWOOD

- Please bring firewood in from outside if the stack in the ski room is getting low.
- The firewood has already been split. Please ensure you leave some kindling for the following guests.

SECURITY

- Please do not leave cash or valuables in the Lodge.
- If you do not have a locker, contact the Secretary.

MAINTENANCE & EMERGENCY

If there is a maintenance or breakdown problem in the lodge, please check if someone within the lodge is capable of repairing the fault. If not please contact the required tradesman and advise the Secretary immediately of the situation.

ELECTRICIAN: Greg Louder 02 6457 8277

HEATER SERVICE: Fred Hacker 02 6456 2384
0428 484 448

PLUMBER: Steve Wheeler 0411 130159
Andrew Pendergast 0412 145436

SECRETARY: Jennie Newman 0429 937 412

BOOKING OFFICER: Kate Dight 0428 753 244

STORES & MAINTENANCE: Booking Officer or Secretary

FIRE STATION Bruce Dowling 02 6457 5037

FIRE ALARM Southern Fire Protection 02 6456 3447

BERRIDALE APPLIANCE SERVICES 0427 110427

Please report any items that require repairing or replacement in the **Maintenance Book** on the telephone shelf and by **notifying the Booking Officer** using back of your **yellow form**

Tools are available in the heater room if needed for minor repairs.

PERISHER MEDICAL CENTRE 02 6457 5266
(in the Ski Tube building)

INSTRUCTIONS

DISHWASHER

1. Fill detergent compartment
2. Check Rinse Aid
3. Shut door firmly
4. Right hand knob on 2
5. To start, turn left hand knob clockwise to start position ♦

OVEN GRILL & OVEN FAN GRILL

If the oven does not work reset the clock as a power off period will disconnect the oven. Do not use the grill when residual heat remains in oven. Instructions for setting clock are in oven instructions in the kitchen drawer.

GRILL MODE:

To be used in short duration (5 minutes or less, eg toasting)

1. Left knob: select grill
2. Right knob: select temperature
3. Turn off both knobs when finished

For longer periods or food with high fat content use fan grill

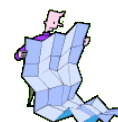
FAN GRILL MODE:

1. Left knob: select Fan Grill
2. Centre knob: (oven) select temperature
3. Turn off when finished

COOK TOP:

Left knob & centre are dual controls

INSTRUCTION BOOKS ARE IN THE BOTTOM DRAWER IN THE KITCHEN.



ARRIVAL CHECKLIST

ARRIVAL (not before 11.00 a.m. Saturday)

1. The Lodge should be clean when you arrive. If not, please add a note to your accommodation sheet.
2. Water and power are left on all year. Please do not turn off even if no one is coming into the lodge after you. The bedroom heaters have to be turned on at the wall in each room.
3. Turn on Hot Water at the switch in the drying room if you are the first arrival. If you are not first, check it anyway. The switch is on the wall behind the hot water tanks.
4. Check that all circuit breakers at the switchboard in the stairway are on.
5. Check the 24hr time clock (that controls the panel heaters in the bedroom) is set to the current time. The 24hr clock is situated at the top left hand side of the switchboard in the stairway.
6. The central heating is an oil fired furnace which circulates hot water through radiators in the living room, the hallway and the drying room. This is left on during the winter even if there is no-one there. This is to stop the plumbing from freezing.
7. The oil heater is normally turned on by our heater mechanic at the start of the season and turned down to 5°. On arrival set the thermostat in the hallway as required.
8. **IF THE HEATER IS NOT ON.** To turn on the oil heater, turn on the heater switch found on the wall in the furnace room. The furnace should light automatically. If it does not, press reset button on the right hand side of the red furnace control box. Do not touch the dials on the Siemens control box.

For "Help" ring Fred Hacker. Phone:- 6456 2384 (M) 0428 484 448

DEPARTURE CHECKLIST - DURING SKI SEASON (By 11.00am Saturday)

1. Wash-up and leave kitchen tidy. Remove rubbish from all rooms and place in bins downstairs.
2. Take any leftover food out of the freezer and refrigerator and ensure they are clean.
3. Sweep ash down hole at rear of fire place. Set fire and fill basket with wood for the next group.
4. During the season, the cleaner will do the following;
 - Clean the kitchen
 - Clean bathrooms laundry and spa
 - Vacuum carpets
 - Clean floors
 - Wipe surfaces
5. Turn thermostat in hall down to 5 degrees
6. Complete the **YELLOW** Accommodation Sheet, and send to The Booking Officer with your cheque for any money owing **immediately** after your stay. We need this information ASAP.
7. **Turn all room heaters off at the wall.**
8. Wash bath mats and tea towels and leave in the drying room.
9. Check all doors and windows. Lock up and leave

IF YOU ARE LAST OUT AT END OF SKI SEASON AND FOR ALL OTHER TIMES DO THE FOLLOWING; (please check that you are last)

10. Place fly screen over fire place inside steel plate at top.
11. Close all doors to keep flies out.
12. **Turn off hot water at switch on wall in drying room** (behind hot water tanks).
13. Clean refrigerator. Leave it on.
14. Outside of ski season, clean as in **4** above i.e.
 - Clean the kitchen
 - Clean bathrooms, laundry and spa
 - Vacuum carpets
 - Clean floors
 - Wipe surfaces