

# LODGE CAPTAIN

Highway Alpine Ski Club

Date:

Dear

Re: Your lodge booking from \_\_\_\_\_ to \_\_\_\_\_

Please find attached lodge information, entry-door key-code and instructions for your stay at Highway Alpine Ski Club, Perisher Valley.

Please ensure that all lodge occupants are aware of this information. Guests are to provide their own bed linen, towel, toiletries and food. All guests are expected to assist in cleaning/tidying the lodge upon their departure.

Would you please act as Lodge Captain during your stay. Responsibilities include allocating cleaning and associated duties, ensuring the guest register is completed (this is in a folder kept in the lounge) and completing the Lodge Captain's checklist attached. I have provided the entry-door key-code for access to the lodge. Your support is appreciated. It contributes to a comfortable stay for all guests and helps with ongoing maintenance of the Lodge.

If there is no one booked to arrive on your day of departure, please follow the lodge shut-down procedures (copy attached).

Should you have any queries or need further information regarding lodge operation, please call the Lodge Manager, David Longhurst, on 0415 211 743 or email [davidlonghurst1@gmail.com](mailto:davidlonghurst1@gmail.com).

Thank you again for your help and support and I hope you enjoy your holiday.

Regards

Jim Juniper

Booking Officer

0418 468 744

# Lodge Operation Procedures

## Opening the Lodge

- Enter the lodge using the entry-door key-code supplied.
- Go to the main fire hose station on the dining room floor level just inside the summer entrance. Above the fire hose station is a small electrical control station with 2 switches and 3 lights together with a movement detector. One switch is marked "START" and one "STOP". Press "START".
- In summer enter the lodge through the front door at road level.
- In winter enter the lodge through the downstairs winter entrance under the verandah.

## Closing the Lodge

- Leave the fridge clean and empty, with the doors open.
- Switch off the freezer downstairs, leave clean and empty with doors open.
- Totally clean the kitchen and remove all refuse.
- In summer, remove all old papers and cardboard boxes.
- In winter, store old paper and broken down cardboard boxes in cupboard at the bottom of the stairs adjacent to the ski storage racks workshop.
- Guests to vacuum their own bedrooms and clean the bathrooms and other common areas as may be requested by the Lodge Captain. Clean and empty the vacuum cleaners before returning them to the storeroom.
- Remove all clothing from the drying room.

## Water supply

- The water supply is left on continuously and is prevented from freezing by use of the thermo siphon system through one of the heaters in the laundry. The other heater in the laundry supplies the hot water to the kitchen and laundry.
- Hot water supplies for all bedroom en-suites is provided by the heaters in the games room.
- Thermostats and time switches relating to those heaters are not to be altered.
- DO NOT open any circuit breaker. DO NOT close down and attempt to drain the water systems.

## Heating

- Bedrooms 1, 2 & 3 are part of the original lodge and have wall-mounted room heaters.
- Bedrooms 4 to 9 inclusive are heated by electrical elements in the floor slabs and a controlling thermostat is located adjacent to the bedroom door. A small black line is marked on the fixed face of the thermostat and a corresponding line on the control knob. Comfortable conditions will be maintained when these two black lines are aligned.
- Strip heaters are installed in all bedrooms. These are extremely costly to run, so please don't use them anymore that absolutely necessary. Be particularly careful to switch them off when you go skiing.
- The electrical heating throughout the Lodge operates on the time of use system and the time locks are set for this function. DO NOT alter these time clock settings. If additional heating is required due to extremely cold conditions then use the "faux fire" electric heater in the lounge room.

## Fire Alarms

- Excess steam from the en-suite in the bedrooms will activate the fire alarm. Please keep the bathroom doors closed when in use. Please respect and record all fire alarm activations. Firstly locate the place where the alarm has been set off and identify the cause prior to switching off the alarm.
- The fire alarm control panel is located in the basement passageway, on the wall outside the drying room. Instructions for switching off the alarm after it has been activated are provided on the wall next to the control panel.

## Lodge Captain's Checklist

Name:

Week ending:

On arrival: Kitchen  
Lounge/dining area  
Foyer/Hallways  
Bedrooms/en-suites  
Games room  
Toilet/bathroom (basement)  
Ski room  
Drying room  
Keyboard  
Temperature of Lodge

Problems during the week:

Persons  
Breakages  
Breakdowns  
Accident  
Code  
Phone  
Complaints  
Suggestions  
Comments  
Fire alarm activations (locations & causes)

On departure: Kitchen  
Lounge/dining area  
Bedrooms/en-suites  
Games room  
Toilet/bathroom (basement)  
Ski room  
Drying room

Signed by:

Dated:

DUTY ROSTER

Week ending:

Lodge Captain:

Done/name

Lodge Captain sign off

As required:

Bag & clear garbage

Clear snow from all entries and fire-escapes

End of week:

Clean & mop front entry and fire escape air locks

Vacuum hall, games room and level 1 bedroom wing

Vacuum hall, stairs and level 3 bedroom wing

Vacuum & tidy lounge, dining room and level 2 hall

Clean ovens and cooktops, benches and dining tables

Mop kitchen, wash tea towels

Vacuum hall, freezer room & mop laundry ground floor

Clean basement toilet, sink & shower

Sweep and tidy ski room, winter entry and drying room

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