

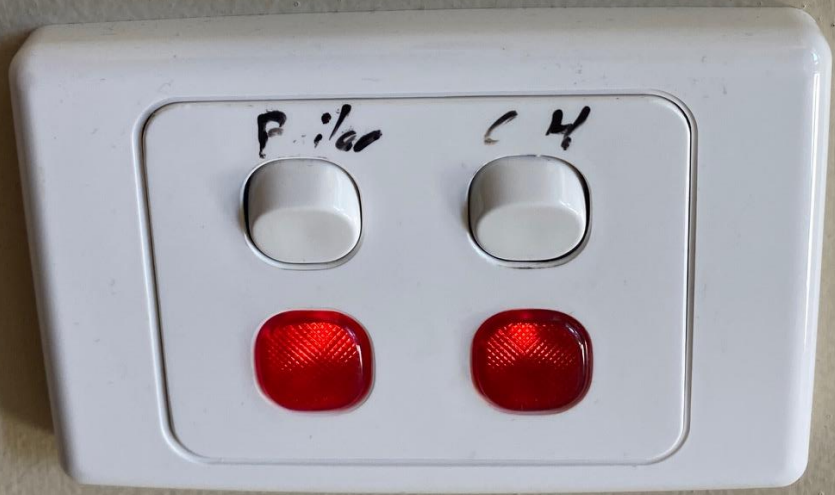
**WARRUGANG SKI CLUB LIMITED**  
**LODGE OPENING & CLOSING PROCEDURES – SUMMER**

**OPENING PROCEDURES**

- 1. LIGHT & POWER:** (Main switch board located outside Ski Entrance door).
  - a) Main Switch **MUST** be left on at all times as it runs the Exit Lights & Fire Alarm.
  - b) Turn on **the** 3 sub main switches – Ground Floor - Basement - First Floor
- 2. FIRE ALARM:** Do **NOT** touch the Fire Alarm Board in ski entrance foyer under any circumstance.  
If in doubt consult with Perisher Valley Fire Station (02) 6457 5037.
- 3. WATER:** Mains tap **MUST** be left on at all times.
- 4. GAS:** (3 gas bottles at Northern end of building beside garage)
  - a) Make sure the yellow gas cock in the kitchen is in the off position – see 4e below – and all gas jets on the kitchen cook top, oven and griddle plate are turned off.
  - b) Check the percentage use gauge on each of the LPG bottles. The left one should be at 100%.
  - c) If the 2 right-hand bottles percentage use are above 30%, just turn on those 2 bottles. That way, there is a spare full bottle in the event that you run low on gas from those 2 bottles.
  - d) If either of the 2 right-hand bottles are under 30% percentage use, please—
    - a. call one of the contacts shown on our summer procedures to organise a refill; and
    - b. turn on the left-hand LPG bottle.
  - e) To operate the cook top, oven and griddle turn on the yellow gas cock on right hand side of cooker at floor level so that the arm is parallel to the gas line.
- 5. HOT WATER: Ensure gas is turned on first** – see step 4 above.
  - a) The gas fired Hot Water system is started by turning the top switch located on the wall in the stairwell near the summer entrance door so that it points to the upper left, then turning on the left-hand switch below. If you want central heating you can then turn on the righthand switch. (see picture on next page)
  - b) The two lower switches should glow.
  - c) There will be a period of time for the water to heat so please be patient.
  - d) If in doubt contact one of the emergency contacts listed on this handout.
- 6. COOKTOP:** The cooktop is ready for use when gas bottles and yellow gas cock are turned on.
- 7. OVEN:**
  - a) Turn oven knob at right hand side of control panel to pilot position (spark symbol \*).
  - b) Push in and hold.
  - c) Simultaneously push red ignition button until pilot light ignites (look through round spy hole at the base of the oven).
  - d) Once lit, keep holding oven knob in for approximately 30 seconds.
- 8. GRIDDLE PLATE:**
  - a) Turn griddle knob anti clockwise to pilot position (spark symbol \*) and push down.
  - b) Simultaneously push red ignition button until pilot light ignites.
  - c) Once lit, keep holding in Griddle knob for approximately 30 seconds.
- 9. REFRIGERATORS:** Close doors and turn on as required.
- 10. DISHWASHER:** Do **NOT** use.
- 11. MICROWAVE:** Use kitchen microwave only (instructions are on shelf near microwave).
- 12. HEATING:**
  - a) There is adequate firewood for the common room fire (stored in garage).
  - b) The central heating system (CHS) can be turned on at the CHS switch located on the wall in the stairwell near the summer entrance.

**EMERGENCY CONTACTS**

Peter Funnell	0423 111 392 (02) 9816 2121
Carl Banning	0412 613 948 (02) 9520 7895



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**CLOSING PROCEDURES**

**1. CLEANING UP:**

- a) Remember that other guests are using the lodge after you, please make it easy for them by cleaning up last thing before you leave.
- b) Unless the Booking Officer has advised that the lodge will be vacant for two weeks after the booking, arrange for COVIDSafe cleaning to be done on exit.
- c) REMOVE ALL RUBBISH AND FOOD ETC. There should be large disposable bins at the Perisher waste transfer station behind the Fire Station and at Smiggins Holes, just to the left at the intersection of Link Road and Kosciuszko Road.

**2. HEATING:**

- a) Clean out fireplace and ensure all embers, charcoal etc are completely dead – if necessary put outside in a metal bucket with water to ensure no sparks or hot material remains.
- b) Ensure wood storage areas on either side of the fireplace are stacked with wood.
- c) Turn off the water heater and the central heating system.

**3. STOVE & GAS:**

- a) MAKE SURE COOK TOP, OVEN, & GRIDDLE PLATE ARE TURNED TO OFF (push oven and griddle knobs in and turn to 0).
- b) Turn off the yellow gas cock on right hand side of cooker.
- c) Turn all 3 gas cylinders off.
- d) If any of the gas bottles are under 30% percentage use, call one of the contacts shown on our summer procedures to organise a refill.

**4. REFRIGERATORS:**

- a) Clean out all used refrigerators and defrost.
- b) Place wooden chocks or towels in position to prevent doors closing.
- c) Turn off at power point.

**5. HOT WATER:** Turn off the hot water system

**6. WATER:**

- a) Mains tap **MUST** be left on at all times.
- b) Ensure all taps are off and no water is flowing within the lodge i.e. toilets etc.

**7. WINDOWS:**

- a) Close and secure all windows.
  - a. Close all blinds (bedrooms) and rehang sheets used as curtains in the common room.
  - b. Close all internal doors and check that all external doors including fire escape doors are securely closed.

**8. LIGHT & POWER**

- a) Ensure all light switches are turned off.
- b) Turn off 3 sub main switches in main switch board – Ground Floor – Basement – First Floor.
- c) **LEAVE MAIN SWITCH ON.**

**9. FINAL CHECK:**

- a) **HAVE YOU COMPLETED ALL ITEMS 1 – 8? IF NOT, DO SO NOW.**
- b) **ENSURE ALL WINDOWS & DOORS ARE SECURELY LOCKED.**
- c) **ENSURE ALL YOUR RUBBISH IS REMOVED BEFORE YOU GO.**

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