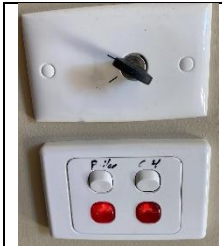


**WARRUGANG SKI CLUB LIMITED
LODGE OPENING & CLOSING PROCEDURES – SUMMER**

OPENING PROCEDURES (Door code 4591)

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 circumstances.
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 on right hand side of cooker at floor level in the kitchen is in the off position – so that the arm is at right angles to the gas line – see 4e below for more information – 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 is to be left unused until the other 2 bottles run low – it should be at 100%.
 - c) If the 2 right-hand bottles percentage use are above 30%, just turn on those 2 bottles.
 - d) If any of the gas bottles are under 30% percentage use, please—
 - i. call one of the contacts shown on page 2 below to organise a refill; and
 - ii. 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 & CENTRAL HEATING: 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 which should glow.
- b) If you want central heating you can then turn on the righthand switch.
- 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 contacts listed at the end of the Closing Procedures.

6. **HEATING:** There is adequate firewood stored in garage for the common room fire.
7. **COOKTOP:** The cooktop is ready for use when gas bottles and yellow gas cock are turned on.
8. **OVEN:**
 - a) Turn oven knob at right hand side of control panel to pilot position (spark symbol *).
 - b) Push in and hold while simultaneously pushing the red ignition button until the pilot light ignites (look through round spy hole at the base of the oven).
 - c) Once lit, keep holding oven knob in for approximately 30 seconds.
9. **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.
10. **REFRIGERATORS:** Close doors and turn on as required.
11. **DISHWASHER:** Do **NOT** use.
12. **HOT WATER OR HEATING NOT WORKING?**



Obtain the plant room key that is on the key hangar in the corridor between the kitchen and the managers flat (it is usually on the bottom rung in the middle) and then go into the plant room that is at the bottom of the stairs. To the far right you will see the boiler with controls as in this picture. Turn the far left knob all the way to the right, then all the way to the left, and back so that it is lined up with the arrow as in the picture. That will restart the boiler.
DO NOT CHANGE ANY OTHER CONTROL.

SEE NEXT PAGE FOR LODGE CLOSING PROCEDURE

WARRUGANG SKI CLUB LIMITED
LODGE OPENING & CLOSING PROCEDURES – SUMMER

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) Make a list of any items that you have found to be broken or damaged and send that list by email to warrugang@gmail.com.
- 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 & HOT WATER:

- 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 radiators in each room by turning the temperature knob to the minimum.
- d) Turn off the water heater & the central heating system by doing the reverse of Opening Procedure 5 – turn off the 2 switches on the lower plate in the stairwell near the summer entrance door and turning the top switch located on the wall anti-clockwise so that it points to the lower left.

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 below 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 in both the lounge, dining foyer, bedrooms and TV rooms.
 - 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.**