



General Information

Doors

- Front door - insert current access code and turn both handles to open.
- The door from the power board area to the stairwell must be unlocked from the power board side with the front door key, otherwise you will not be able to regain access to the stairs from the power board area.
- The laundry door is also opened with the front door key. To maintain the door in the unlocked state, push the tongue of the lock in with your finger until it clicks and is locked in. To release, push the bottom above the tongue.
- Fire door exits located adjacent to room 5 and the locker room are also opened with the front door key.
- Dave Mockridge of Tar-Gan-Gil has a duplicate of the front door key as well as the master keys for both sets of lockers if needed. **Please return immediately after use.**

Note: the doors from the power board area to the stairwell and laundry are normally locked in the off season for lodge security as staff from the electricity authority have access to this area to read the power meters. **Do not** open the security latch on the outside access door to the power board area as this will prevent access by the meter reader.

Electricity

- Switch on power as per the colour coded drawing.
- Switch on individual room heaters, if required (in occupied rooms only).
- Control the time clocks to be set to the current time of day:
 - Drying room control (situated lower power board)
 - Bathroom heating (situated in bathrooms)
 - Exhaust fan timer and walk-in fridge defrost timer (both situated in motor area above walk-in fridge)

Gas

- BBQ is the only gas appliance in the lodge. Turn the main gas cock ON at the meter. The meter is located on the western wall above the main entrance. Handle across is OFF, handle in line with pipe is ON.
- Turn gas cock ON located on beam above slow combustion heater. The BBQ also requires the cock on the verandah to be turned ON. Please ensure that the cock on the verandah is turned OFF when the BBQ is not in use.

Fire Alarm

- Leave switched ON at main power board at all times.

Dishwasher

- **DANGER!** Do not open lid while dishwashing or filling is in progress. For health reasons, the water is extremely hot.
- Before switching the heater element on, ensure that the wash tank is full.
- **Do not** leave the FILL switch ON without supervision - there is no auto cutoff and it will eventually drain the hot water tanks.

Summer Use

- With the exception of the HWS's turn on electricity and gas as per instructions above.
- 400 litres, one tank only required. Turn on HWS No. 1.
- 800 litres, two tanks require. Turn on HWS No's 1 and 2.
- 1200 litres, three tanks required. Turn on HWS No's 1, 2 and 3.
- If the main walk-in fridge is not required, turn OFF the circuit breaker plugged into fuse holder 6 (bottom row). The bar fridge is turned ON/OFF using the temperature control located in the fridge.

Closing down the Lodge

1. Turn OFF the freezer at the power point and prop the door open.
2. Turn the bar fridge temperature control to the OFF position and prop the door open.
3. Slide open the door of the walk-in fridge, the motors will shut down when the main power is turned OFF.
4. Turn the barbecue gas cock OFF (located on the verandah). Also turn the gas cock OFF located on the beam above the slow combustion heater.
5. Check that stoves (cooktops and ovens), microwaves and all other bench top appliances are turned OFF.
6. Slow combustion heater door shut securely, flue closed, blower motor switched OFF and fire guard in place.
7. Secure barbecue and cover with ropes provided. Also secure snow shovels to wall hooks with occy straps.
8. Switch OFF sound equipment, lights in the locker room, lounge areas and all bedrooms, etc.
9. Check that the Lodge rear door and fire escape door adjacent to room 5 are locked. To do this, open the door and check that the latch cannot be operated by the outside door knob then shut securely.
10. Check that all windows are closed and locks secured. Close all curtains.
11. Laundry door to be locked. For convenience, this door is left open while the Lodge is occupied. To lock, push in the button immediately above the tongue, this will allow the tongue to release into the lock mode.
12. Check that the fire escape door from the power board area is locked. Ensure that the security latch is such that it can be opened by key from the outside

www.burrawongskiclub.com.au