Opening Procedure (1/2)

Entry and door locks

- ❑ Enter the lodge through the front door using the digital lock.
  The same digital code is used for all three entry/exit doors.

Electricity

- The main switchboard is located in the entry lobby.
- All switches will be ON and should remain on at all times

Exit and stair lights

- ❑ Switch ON upon arrival at the lodge.
  - The switch and indicator are located in the entry lobby next to the switchboard.

Plant Room *(in the basement, access via door at left of laundry)*

- ❑ **Water:** Open the GREEN main water valve (fully anti-clockwise).
  - This valve should be opened before any taps or toilets are used.
  - Hot water: The three electric hot water units always remain on
- ❑ **Heating:** Set the heating switch to ON in winter (also summer if heating is required) – instructions on wall
  - Gas: The main gas BLACK valve always remains on
- ❑ **Door:** Close plant room door and keep closed

Heating

- The central heating system operates automatically from the plant room control settings
- Minor adjustments can be made from the lounge room heating control
- There is also a reverse cycle air conditioner/heater for the kitchen/dining/living area

Drying room

- ❑ Switch ON the drying room gas heater IF REQUIRED.
- ❑ Fold any dried linen and bath mats and return to linen shelves in kitchen/pantry area.

Opening Procedure (2/2)

Kitchen

- ❑ Switch ON the refrigerators (switch located below the microwave)
- ❑ Switch ON the Zip boiling water unit
  - Food storage shelves are located in the pantry
  - First aid kit is located in pantry

Rubbish

- ❑ Familiarise guests with use of correct bins:
  - There is one general waste bin and one recycling bin under the kitchen bench
  - Green waste can be put in the caddy on the bench
- ❑ Take rubbish, recycling and green waste bags to the Cow Camp Lane Rubbish Hut, which is down the hill and on your left.
- ❑ Replace bags in each bin:
  - Spare black rubbish bin liners plus some recycling and green waste bags may be found under the kitchen bench beside the bins.
  - More recycling and large green bags (if needed) can be found in the Cow Camp Rubbish Hut

Fire Alarms

If the alarm bell rings:

- ❑ Check to confirm for signs of smoke or fire
- ❑ Call Mt Buller CFA on 000 for emergency only
  - The fire blanket and extinguisher are in the pantry
  - The fire hose is in the main entry area
  - The alarm control is in the entry lobby
- ❑ Follow instructions on Evacuation Diagrams located throughout the building

If there is an alarm malfunction:

- ❑ Notify CFA District 23 Headquarters on 5720 2300
- ❑ Notify lodge convenor Julie Paris on 0407 349 699