

Annex 1. LODGE MANAGEMENT - OPENING & CLOSING THE LODGE

1 OPENING THE LODGE

- 1.1 **Unlock the front door** using the key provided.
- 1.2 Go to the entry level switchboard (near the Drying Room) for the Wing being opened (East or West).
- 1.3 Check all circuit breakers on the switchboard are already in the "ON" position.
- 1.4 Press the **Start Switch** on the control unit mounted on the wall to the side of switchboard (should have an illuminated "Supply On" neon light and when started other neon lights will turn on).
- 1.5 Ensure that fan heaters and dehumidifier in the Drying Room are now operating and that the hot water tanks in the Drying Room and basement Toilet are tuned on. They should not have been turned off.
- 1.6 Proceed up the stairs to the next level (Dining/Lounge Room).
- 1.7 All circuit breakers on the switchboard on this level should already be in the "ON" position and the time clock set at "Auto".
- 1.8 Press the **Start Switch** on the control unit to the side of switchboard (should have an illuminated "Power Avail" neon light and when started other neon lights will turn on).
- 1.9 Ensure that the fans on the "Unidaire" room heaters (light colour) are switched on (under little cover top right hand side of heater) and ensure that the fan controller Power Point next to each heater is turned on and the room scanner plugged in. The air conditioner should already be on – it provides the the only heating required for the majority of the time.
- 1.10 Ensure all refrigerators and freezers are plugged in and turned on in the kitchen and dining area.
- 1.11 If people in your party are being accommodated on the First Floor proceed up to the top level.
- 1.12 In the Ladies Toilet all circuit breakers on the switchboard should be already switched on.
- 1.13 Press the **Start Switch** on the control unit in the hall out side the toilet (should have an illuminated neon light and when started other neon lights will turn on) to activate the top floor heating (includes bedroom strip heaters). **NOTE:** Quiet Lounge heater must be separately activated if required.
- 1.14 Prepare a page in the Lodge Register and ensure all guests complete their details as they arrive.

THIS WING IS NOW OPERATIONAL.

NOTE: IF YOU EXPERIENCE A BLACKOUT - REACTIVATE ALL CONTROL UNITS AS ABOVE 1.2 – 1.13
The Games Room can now be started if required – same process as above

ASSISTANCE

If after you have opened the lodge or at any time during your stay, you are not sure of what to do, please ring the Maintenance Manager, Peter Hill, using the hot call buttons on the telephone in the Games Room to seek advice on your problem. Note that to make the call you will need to insert coins to the value of 50 cents or greater, these coins will be returned when the call is terminated.

2 CLOSING DOWN LODGE

- 2.1 Ensure that all bedroom strip heaters are turned off, rooms and common areas are clean and no items have been left behind.
- 2.2 Close and secure all windows and close all curtains.
- 2.3 Open all inner doors on the Ground and First Floor except the games room and doors at the ends of hallways.
- 2.4 Check refrigerators and freezers have been emptied and cleaned (leave on).
- 2.5 Check food cupboards are empty and clean.

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- 2.6 Check kitchen/s and all utensils are clean and no food is left lying around.
- 2.7 Garbage must be correctly sorted, bagged and deposited in the correct garbage skips or bins along the road – see instructions in kitchens.
- 2.8 Check that all guests have completed their entry in the Lodge Register and filled in a comments form, where applicable.
- 2.9 **Ensure that all food dockets have been collected and are filled in correctly.**
- 2.10 Complete the Lodge Wing Management Checklist and Report Form noting any breakages, mishaps or malfunctions and other relevant comments.,
- 2.11 Check that all external doors are properly closed and locked (including fire doors).
- 2.12 Leave all Lodge Heating Switches in the ON position, then press the Stop Switch on the Control Unit at each level to shut down each section of the Lodge (these will time out in 24 hours if you forget).
- 2.13 **Lock the front door behind you and have a safe trip home.**
- 2.14 Return all reports, food store dockets, money and keys to the Booking Officer as soon as possible. The Booking Officer will forward on to the Secretary, Lodge Manager or Property Maintenance Manager as appropriate.