

## **ELOUERA SKI CLUB - PYGMY POSSUM LODGE**

(updated 30 July 2019)

### **LODGE CAPTAIN GUEST INFORMATION SESSION**

(To be conducted on Sunday night)

Welcome everyone.

Introduction - Lodge Captain role:

- Voluntary role, no on-site manager
- Primary point of contact for information and concerns
- One Lodge Captain for each Wing

Aim is for all members and guests to have a safe and enjoyable time at the Lodge. The Lodge works on the principle of all sharing the housekeeping.

#### **Safety Issues**

- Everyone is responsible for keeping the entry and exit doors clear of obstacles and snow. Shovels are provided for that purpose only.
- No smoking in the Lodge or on the balconies.
- Close bathroom door when showering – steam will set off the smoke alarm. Aerosol hair spray or deodorant will also set off the smoke alarm.
- Evacuation procedures are on the back of each bedroom door. Please read it and familiarise yourself with the evacuation routes and fire exits.
- In an emergency the Lodge Captain will act as Fire Warden. If any other guest/s are able and willing to fulfill the Fire Warden role please advise.
- If the alarm is activated it will sound on both wings of the Lodge. If it is a false alarm, we will notify all guests on both wings.
- First Aid box is located in the Game's room.
- Complete the XC Ski register white board at the front door if you intend to venture outside the resort area.
- Don't charge phones etc. in bedrooms. If there is a battery or charger fire we may not know about the fire until its established.
- Charge devices in the lounge where there are people around.

#### **Lodge Duties**

- We are all responsible for running the lodge.
- Please respect other guests and the Lodge facilities.
- Sign in to the Club Register on arrival and sign out on departure.
- Clean kitchens and common areas immediately and ensure appliance are switched off after use.
- Ensure garbage is double bagged and put in garbage trailers.
- Follow procedures with recycling
- Keep bedrooms and bathrooms clean and tidy (especially prior to departure).
- Nominate for duties during the week and on departure. Refer to Roster.
- Do not disturb guests with loud noise especially after 10pm.
- Adults must supervise children at all times, especially in the Games room.
- Children are not permitted in the food store, unless accompanied by an adult.

## **Lodge Facilities**

- Keep external doors and windows closed in winter.
- Do not alter Thermostat settings and do not alter Games Room TV settings.
- Snow footwear in the foyer area only.
- Read notes about closing bathroom doors, toilets and heaters in each room.
- Complete Food Store dockets when purchasing items. Dockets are in the Food Store. Give Food Store dockets to the Lodge Captain prior to departure. Lodge Captains can provide key access to the Food Store.
- Wi-fi is available via satellite NBN connection.
- If members or guests cause significant disruption or abuse of facilities, the ESC Board may ban future booking/s.

## **Conclusion**

- Any issues or concerns should be discussed with the Lodge Captain or the other Wing Lodge Captain.
- The Lodge Captain can consult a Board member if necessary.

Please take time to get to know each other.

Enjoy your stay.