

**PYGMY POSSUM LODGE - CHECKLIST & REPORT FORM**

**PERIOD OF STAY:** .....

**WING:**  East  West

**LODGE CAPTAIN (Name):** .....

**PHONE:** .....

This checklist is to help a member designated to manage a wing of the lodge to provide valuable information to the Committee so that prompt, effective decisions and appropriate actions can be taken on the matters reported regarding management of the Lodge.

**Note: In the tables below a blank entry will indicate to the Committee that there is nothing to report.**

**1. On arrival:** Please check the condition of your wing of the Lodge as found. Tick (✓) the appropriate column and provide comments for clarity.

Condition of Lodge as found		Good	OK	Poor	Details/comments
1	Kitchen				
2	Lounge/dining				
3	Games room (common)				
4	Foyer				
5	Toilet - lower				
6	Toilet - upper				
7	Bedrooms				
8	Temperature of Lodge				
9	Foodstore				
10	Key Board				
11	Drying Room				
12	Quiet Lounge				
13	Departure Lounge				
14	Accommodation register				

**2. Guest Briefing:** At the evening briefing of members & guests (see separate briefing sheet) invite them to provide constructive feedback during the week on helping to maintain/improve the Lodge conditions.

**3. During your stay:** Record any observations, problems & suggestions made by yourself or other members/guests (some possible areas to note are included below but are not exclusive). If there are any sensitive issues you may wish to discuss them privately with a Committee member. Members and guests are invited to complete a comment form to either attach to this report or to send to the Committee independently.

Observation/problem/suggestion	Details & comments
Adult behaviour	
Children behaviour	
Breakages / Damage	
Breakdown of equipment	(Spares required?)
Accidents (people or lodge)	
Foodstore	(Shortages?)
Keys/locks	
Phone – equipment & usage	
Gas bottles <i>(Not currently installed)</i>	
Lodge temperature	
X-Country Tour register being used	

**PERIOD OF STAY:** .....

**WING:**  East  West

**4. Prior to departure:** Please advise the condition of the Lodge as left. Tick (✓) the appropriate column and provide comments for clarity.

Condition of Lodge as left		Good	OK	Poor	Details/comments
1	Kitchen				
2	Lounge/dining				
3	Games room (common)				
4	Foyer				
5	Toilet - lower				
6	Toilet - upper				
7	Bedrooms				
8	Temperature of Lodge				
9	Foodstore				
10	Key Board				
11	Drying Room				
12	Quiet Lounge				
13	Departure Lounge				
14	Accommodation Register filled in – please initial page				
15	Wing secured with bedroom doors open and curtains closed?				

**5. Other comments:** Please provide any further comments about your stay to help us run the lodge better.

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**Thank you for your assistance!**

**→ Please return this sheet together with Lodge keys and other return items to:  
ESC Bookings, PO Box 3157, Thornton, NSW 2322**