

**ELOUERA SKI CLUB LTD**  
**Pygmy Possum Lodge Register**  
**WEST WING**  
 Week Ending \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Room No.	Name	Address	Date	
			Arrival	Departure
W1				
W2				
W3				
W4				
W5				
W6				
W7				
W8				
W9				
W10				
W11				
W12				
W13				
W14				

Lodge Captain .....

**WEEK ENDING SUNDAY \_\_\_\_\_**

**WING:**  East  West

Lodge duties are the responsibility of **everyone** staying at the lodge. They are necessary to ensure that everyone’s health and wellbeing is maintained during your stay and that a clean lodge is ready for the following week. By doing these tasks ourselves we ensure that the best conditions at the best prices continue to be available for all.

<b>IN ADDITION TO YOUR DAILY DUTIES - AT THE END OF EACH WEEK MEMBERS &amp; GUESTS</b>		
<ul style="list-style-type: none"> <li>• <b>Clean all kitchen areas used (griller, oven, microwave, utensils, bench tops, kitchen cupboard, section of fridge &amp; freezer used, etc)</b></li> <li>• <b>Dust &amp; vacuum your bedroom, clean the ensuite, leave the doors open and curtains closed. NOTE: Members &amp; Parents - ensure all rooms used by your guests and children are checked by you</b></li> </ul>		
<b>SELECT A DUTY BELOW</b>	<b>WRITE YOUR NAME IN A SPACE BELOW</b>	<b>INITIAL WHEN COMPLETE</b>
<b>1. Dust &amp; vacuum quiet lounge &amp; upstairs hall</b>		
<b>2. Dust &amp; vacuum dining/ lounge area</b>		
<b>3. Dust &amp; vacuum downstairs hall</b>		
<b>4. Dust &amp; vacuum ½ games room</b>		
<b>5. Dust &amp; vacuum stairs, top to bottom</b>		
<b>6. Dust &amp; vacuum back stairs (when required)</b>		
<b>7. Broom &amp; wash (mop) kitchen floor</b>		
<b>8. Broom &amp; mop basement foyer</b>		
<b>9. Broom &amp; mop ½ basement entrance</b>		
<b>10. Broom &amp; mop ½ laundry</b>		
<b>11. Broom &amp; mop drying room</b>		
<b>12. Garbage &amp; recycling disposal (final)</b>		
<b>13. Clean windows on all doors</b>		
<b>14. Final tea towel laundering</b>		
<b>15. Check &amp; clean ladies toilet on top floor</b>		
<b>16. Check &amp; clean wing toilet on entrance level</b>		
<b>17. Check vacuum cleaners, replace bags &amp; clean filters as needed</b>		
<b>18. Any additional jobs noted during the week</b>		