

# **EDELWEISS SKI CLUB – MT HOTHAM**

## **CABIN OPERATING PROCEDURES**

**READ AND FOLLOW CAREFULLY**

**FAILURE TO DO SO MAY RESULT IN  
COSTLY REPAIRS**

### **Amended Procedures May 2005**

2.3.1, 2.3.2, 4.5 – Winter gas operation – main valves + heater

3.5 – New front door lock

3.6 – Gas odour from gas meter

**DE-ACTIVATE**

**REAR EMERGENCY DOOR  
SLIDE BOLTS**

**ON ENTRY**

**TO AVOID BEING LOCKED**

**IN OR OUT**

**IN CASE OF FIRE / EVACUATION**

**(YOU CAN ESCAPE VIA LOUNGE WINDOW OR  
EMERGENCY EXIT DOOR IN REAR BUNKROOM)**

**NB: Members are reminded of their legal  
requirement to brief guests on cabin evacuation,  
assembly point and location of evacuation plans.**

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## **2. OPENING THE CABIN**

### **2.1 ELECTRICITY**

THE MAINS SWITCH IS ON THE LEFT HAND SIDE OF THE SWITCHBOARD.

PUSH IT UP TO CONNECT POWER.

ALL OTHER SWITCHES ON THE BOARD ARE CIRCUIT BREAKERS AND WILL BE LEFT IN THE DOWN (ON) POSITION AT ALL TIMES.

**N.B. MAIN SWITCH WORKS OPPOSITE WAY TO ALL OTHER CIRCUIT BREAKER SWITCHES ON THE BOARD.**

### **2.2 WATER SUPPLY**

1. CLOSE DRAIN VALVES 'B, H, C, F & D'. (Basement, HWS room, kitchen cupboard under sink near dishwasher).
2. ENSURE DRAIN SCREW BELOW HOT WATER SERVICE IS CLOSED.
3. OPEN MAIN WATER SUPPLY VALVE 'E' ON BENCH IN BASEMENT.
4. CLOSE COLD AND HOT TAPS AS THEY FLOW. A TOTAL OF 16 TAPS. THE KITCHEN HOT TAP MAY TAKE LONGER TO FLOW IN COLD TEMPERATURES.

**N.B. See plan of cabin for valve locations.**

<b>Water marked in</b>	<b>BLUE X</b>
<b>Gas marked in</b>	<b>RED {X}</b>



## BASEMENT



## BASEMENT



## HWS ROOM

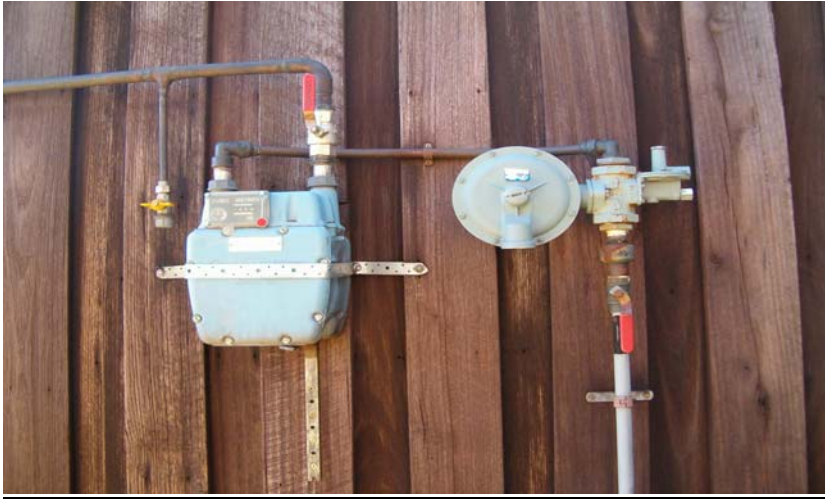


## HWS ROOM



## KITCHEN

## **GAS SUPPLY**



### **2.3.1. MAIN SUPPLY VALVES (OUTSIDE)**

#### **VERY SLOWLY open BOTH valves.**

You should hear a faint burping noise as you do this. If you turn the handles too quickly the gas will not flow and you will have to re-set the cut-out valve as detailed in 2.3.4. A gas odour may occur, this is normal. Winter operations June to September leave both valves open.

### **2.3.2. SECONDARY VALVES (INSIDE)**

Two valves IN SKI ROOM (Ski room key located behind kitchen door)

One valve BELOW HOT WATER SERVICE.

One valve BESIDE HEATER. June to September leave open and pilot light alight.

One valve beneath BBQ.





Below hot water service

### **2.3.3. IF GAS FLOWS BUT DOES NOT LIGHT**

Try to use the stove burners. If you can hear the sound of gas coming out but it won't light, then there may be some air in the line. Be patient and keep trying, eventually it will light fitfully and then improve, this may take several minutes.

The same applies to the heater pilot light, BBQ and hot water service.

### **2.3.4. IF GAS DOES NOT FLOW AT ALL.**

1. TURN OFF BOTH MAIN SUPPLY VALVES (OUTSIDE).
2. REMOVE HEXAGONAL COVERING NUT.
3. PULL PIN OUT TO ITS FULL EXTENT WITHOUT REMOVING IT COMPLETELY.
4. LEAVE PIN IN THIS POSITION AND REPLACE COVERING NUT (HAND TIGHT ONLY).
5. VERY SLOWLY TURN ON MAIN VALVES AND LISTEN FOR BURPING NOISE.

See diagram MAIN GAS VALVES.



### **2.3 DUCTED GAS HEATER**

ELECTRIC IGNITION REMOVED DUE RAT DAMAGE AND WINTER REQUIREMENT TO LEAVE PILOT LIGHT ALIGHT. MANUALLY LIGHT GAS PILOT WITH MATCHES. PILOT LIGHT SHUTDOWN PROTECTION IS STILL PROVIDED WHEN 240 VOLT ELECTRICITY TURNED OFF.

ONCE THE PILOT IS ALIGHT, THE HEATER IS CONTROLLED BY THE THERMOSTAT SITUATED ON THE WALL JUST INSIDE THE KITCHEN DOOR.

THE HEATER IS DESIGNED TO HAVE 14 OUTLETS, BUT DUE TO THE SIZE OF THE CABIN ONLY 12 OUTLETS COULD BE INSTALLED.

**N.B. IT IS ESSENTIAL THAT WE DO NOT CLOSE OFF ANY OF THESE OUTLETS, OTHERWISE DAMAGE COULD OCCUR TO THE HEAT EXCHANGER.**



### **2.4 HOT WATER SERVICE**

1. SWITCH ON POWER POINT.
2. ENSURE GAS VALVE BELOW HOT WATER SERVICE IS IN VERTICAL POSITION (ON).



3. ENSURE DRAIN SCREW BELOW HOT WATER SERVICE IS CLOSED CLOCKWISE (FINGER TIGHT).
4. THE HOT WATER SERVICE FUNCTIONS ONLY WHEN WATER IS DRAWN FROM A HOT TAP. IGNITION IS AUTOMATIC AND ELECTRONICALLY CONTROLLED.
5. IF IT DOES NOT FUNCTION IMMEDIATELY THERE MAY BE AIR IN THE GAS LINES ALLOW IGNITION TO OPERATE FOR A FEW MINUTES. IF STILL NOT OPERATING, CHECK THAT ALL GAS VALVES ARE OPEN AND FOLLOW PROCEDURES **2.3.3** AND **2.3.4**.
6. IF UNIT STILL DOES NOT FUNCTION, REBOOT BY TURNING OFF POWER SWITCH, WAIT 2 MINUTES, THEN TURN ON AND OPEN A HOT TAP.

2.6 **BBQ**

1. OPEN GAS VALVE IN SKI ROOM.
2. OPEN GAS VALVE UNDER BBQ.
3. OPERATE GAS COCKS ON BBQ – SYSTEM MAY REQUIRE BLEEDING – RUN GAS FOR A FEW MINUTES.
4. OPERATE IGNITION.

### **3. GENERAL INFORMATION**

#### **3.1 GAS STOVE**

IT IS NOT NECESSARY TO RUN THE BURNERS AT FULL BORE, THERE IS A HAPPY MEDIUM AND YOUR POTS WILL STAY CLEANER. THE BURNERS LIFT OFF FOR CLEANING. PLEASE DON'T USE ABRASIVES.

#### **3.2 DUCTED GAS HEATER**

GAS IS EXPENSIVE – TURN THERMOSTAT TO LOW WHEN YOU ARE ALL OUT SKIING AND AFTER LIGHTS OUT.

#### **3.3 GARBAGE DISPOSAL**

GARBAGE CAN BE LEFT AT THE TOP OF OUR TRACK, SEALED IN THE BAGS PROVIDED. PICK UP DAYS USUALLY BEFORE 7 A.M. MONDAY & FRIDAY.

BLACK BAGS - GENERAL RUBBISH  
WHITE BAGS - FOR RE-CYCLABLES

#### **3.4 TELEPHONE**

THE TELEPHONE CANNOT BE USED FOR CALLS TO STD, OVERSEAS OR MOBILE PHONES. THESE CALLS CAN BE MADE BY USE OF YOUR TELECARD AND PIN NUMBER. YOUR TELECARD AND PIN NUMBER CAN BE OBTAINED FREE OF CHARGE FROM TELSTRA.

PLEASE LEAVE THE TELEPHONE IN THE PLASTIC CONTAINER TO AVOID DAMAGE BY RATS.

#### **3.5 FRONT DOOR LOCK**

LOCKING LATCH CAN ONLY BE WITHDRAWN BY USING KEY AND ROTATING THROUGH 90 DEGREES. LATCH WILL THEN REMAIN IN UNLOCKED POSITION.

#### **3.6 GAS ODOUR FROM GAS METER**

THIS UNIT CONTAINS A SMALL VALVE DISCHARGE VENT AND OCCASIONAL GAS ODOUR IS CONSIDERED NORMAL.

## **4. CLOSING DOWN CABIN**

### **4.1 BEFORE YOU LEAVE**

REMOVE: Your food

Your bottles, cartons and rubbish

All items of clothing and ski equipment, unless stored in lockers.

CLEAN: The basins

Shower bases & toilets

Stoves, sinks, griller trays & oven

BBQ to be left clean but oiled to stop rust

MOP: Vinyl floor in kitchen, boot room, drying room, toilets and showers

VACUUM: The rest of the cabin

SHUT: Blinds, windows and curtains

TELEPHONE MUST BE PLACED IN PLASTIC CONTAINER WITH LID ON. RATS WILL EAT THE KEYPAD IF YOU DON'T!!!!!!

**SPARE CLEANING SUPPLIES ARE LOCATED IN LOWER LEFT HAND CUPBOARDS IN HOT WATER SERVICE ROOM.**

### **4.2 DUCTED GAS HEATER**

(See instructions in Basement – Leave gas cock open, pilot light to remain alight June to September)

### **4.3 HOT WATER SERVICE**

1. TURN OFF GAS VALVE BELOW HOT WATER SERVICE TO HORIZONTAL.
2. TURN POWER TO HOT WATER SERVICE OFF AT POWER POINT.
3. DRAIN HOT WATER SERVICE BY ROTATING VALVE ON BOTTOM OF UNIT, WATER WILL DISCHARGE THROUGH PLASTIC HOSE.

**NB: Water supply must be turned off prior to this action**

#### **4.4 REFRIGERATOR & FREEZER**

1. SWITCH OFF POWER TO BOTH UNITS.
2. REMOVE ALL FOOD.
3. CLEAN UNITS THOROUGHLY.
4. IMPORTANT – LEAVE BOTH DOORS OPEN.

#### **4.5 GAS SUPPLY**

1. SET GAS HEATER THERMOSTAT TO ZERO.
2. CLOSE BOTH MAIN SUPPLY VALVES AT METER. JUNE TO SEPTEMBER LEAVE OPEN.
3. CLOSE TWO VALVES IN SKI ROOM.
4. CLOSE SUPPLY VALVE TO BASEMENT HEATER. JUNE TO SEPTEMBER LEAVE OPEN AND PILOT LIGHT ALIGHT.
5. CLOSE VALVE BELOW HOT WATER SERVICE.
6. CLOSE VALVE UNDER BBQ.

#### **4.6 ELECTRICITY SUPPLY**

PUSH DOWN MAIN SUPPLY SWITCH ON LEFTHAND SIDE OF SWITCH IN LOCKER ROOM.

#### **4.7 WATER SUPPLY**

1. CLOSE VALVE 'E'. (Main supply)
2. OPEN FULLY VALVES 'B, H, C, F & D'. (Drains)
3. DRAIN HOT WATER SERVICE BY OPENING AND THEN CLOSING DRAIN SCREW UNDER HOT WATER SERVICE (FINGER TIGHT ONLY).
4. OPEN FULLY ALL TAPS INCLUDING SHOWERS – A TOTAL OF 16 TAPS.
5. ENSURE PLUGS ARE REMOVED FROM BASINS AND SINKS.
6. FLUSH TOILETS AND THEN FLUSH A SECOND TIME TO ENSURE COMPLETE EMPTYING OF CISTERN.

**N.B. THE CONTROL TAPS UNDER THE TOILET CISTERNS MUST BE KEPT OPEN AT ALL TIMES.**

#### **4.8 RATS, GARBAGE & CLEANLINESS**

**RATS CAN RUIN THE DUCTING OF THE HEATING SYSTEM.**

RUBBISH BIN IS NOT TO BE KEPT INSIDE CUPBOARD AT ANY TIME.

ANY FOOD LEFT IN OR OUT OF LOCKERS MUST BE IN SEALED CONTAINERS. **HEAVY DUTY PLASTIC IS NOT GOOD ENOUGH.**

THROWING FOOD SCRAPS OFF THE DECK IS NICE FOR BIRDS, BUT IT ATTRACTS RATS, PYGMY POSSUMS AND CAUSES NON INDINGENOUS VEGETATION.

#### **4.9 DEADBOLTS REAR DOOR**

ENSURE DEAD BOLTS ON REAR EXIT DOOR ARE IN LOCKED POSITION.

#### **5.0 BBQ**

5.1 TWO GAS VALVES OPERATE BBQ, ONE LOCATED IN THE SKI ROOM, THE OTHER UNDERNEATH THE BBQ. CLOSE VALVE BENEATH BBQ WHEN NOT IN USE TO AVOID GAS LOSSES.

5.2 THE BBQ IS SECURED AGAINST THEFT BY CHAIN AND PADLOCK. THE KEY IS LOCATED INSIDE THE KITCHEN DOOR.

5.3 TO AVOID RUST LEAVE BBQ PLATE CLEAN AND GREASED.

5.4 A SPOTLIGHT IS INSTALLED TO ASSIST COOKING AT NIGHT. TO OPERATE, PLUG LEAD INTO POWERPOINT NEXT TO CROCKERY CUPBOARD.