

EDELWEISS SKI CLUB – MT HOTHAM

CABIN OPERATING PROCEDURES

READ AND FOLLOW CAREFULLY

FAILURE TO DO SO MAY RESULT IN
COSTLY REPAIRS

June 2003

DE-ACTIVATE

**FRONT DOOR DEADLOCK &
REAR 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 IN BUNKROOM)**

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

INDEX

1. Plan of Cabin Showing Valve Locations

2. Opening The Cabin

- 2.1 Electricity**
- 2.2 Water Supply**
- 2.3 Gas Supply**
- 2.4 Ducted Gas Heater**
- 2.5 Hot Water Service**
- 2.6 BBQ**

3. General Information

- 3.1 Gas Stove / Oven**
- 3.2 Ducted Gas Heater**
- 3.3 Garbage Disposal**
- 3.4 Telephone**

4. Closing Down The Cabin

- 4.1 Before you leave**
- 4.2 Ducted Gas Heater**
- 4.3 Hot Water Service**
- 4.4 Refrigerator & Freezer**
- 4.5 Gas Supply**
- 4.6 Electric Supply**
- 4.7 Water Supply**
- 4.8 Rats, Garbage & Cleanliness**
- 4.9 Deadlock Front Door**
- 5.0 BBQ**

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 CAN BE LEFT IN THE DOWN (ON) POSITION AT ALL TIMES.

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

2.2 WATER SUPPLY

1. CLOSE DRAIN VALVES 'B, H, C, F & D'.
2. ENSURE DRAIN SCREW BELOW HOT WATER SERVICE IS CLOSED.
3. OPEN MAIN 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.

Water marked in	BLUE X
Gas marked in	RED {X}

2.3 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.

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.

One valve beneath BBQ.

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.

2.4 DUCTED GAS HEATER

INSTRUCTIONS FOR LIGHTING ARE HANGING ON A POST BESIDE THE UNIT IN THE BASEMENT.

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.

2.5 HOT WATER SERVICE

1. SWITCH ON POWER POINT.
2. ENSURE GAS VALVE BELOW HOT WATER SERVICE IS IN VERTICAL POSITION.
3. ENSURE DRAIN SCREW BELOW HOT WATER SERVICE IS CLOSED CLOCKWISE (HAND TIGHT).
4. THE HOT WATER SERVICE FUNCTIONS ONLY WHEN WATER IS DRAWN FROM A HOT TAP.
5. IF IT DOES NOT FUNCTION IMMEDIATELY THERE MAY BE AIR IN THE GAS LINES. IF THIS OCCURS, 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.

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.

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

MOP: Vinyl floor in kitchen and boot room

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 CUPBOARDS IN HOT WATER SERVICE ROOM.

4.2 DUCTED GAS HEATER

(See instructions in Basement)

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.
3. CLOSE TWO VALVES IN SKI ROOM.
4. CLOSE SUPPLY VALVE TO BASEMENT HEATER.
5. CLOSE VALVE BELOW HOT WATER SERVICE.
6. CLOSE VALVE UNDER BBQ.

4.6 ELECTRICITY SUPPLY

PUSH DOWN MAIN SUPPLY SWITCH AT BOARD IN LOCKER ROOM.

4.7 WATER SUPPLY

1. CLOSE VALVE 'E'.
2. OPEN FULLY VALVES 'B, H, C, F & D'.
3. DRAIN HOT WATER SERVICE BY OPENING AND THEN CLOSING DRAIN SCREW UNDER HOT WATER SERVICE (HAND 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.
7. BALE OUT TOILETS WITH AN ENAMEL MUG TO PREVENT CRACKING OF THE TOILET BOWL IN FREEZING CONDITIONS.

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 AND PYGMY POSSUMS.

4.9 DEADLOCK FRONT DOOR

FRONT DOOR MUST BE DEADLOCKED ON EXIT.

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

OUR INSURER MAY NOT MEET CLAIMS IF THE CABIN IS NOT DEADLOCKED WHEN VACANT.

5.0 BBQ

5.1 TWO GAS VALVES OPERATE BBQ, ONE LOCATED IN THE SKI ROOM, THE OTHER UNDERNEATH THE BBQ TO BE USED ONLY WHEN OPERATING THE BBQ 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 GREASED.

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