

# **EDELWEISS SKI CLUB – MT HOTHAM**

## **CABIN OPERATING PROCEDURES**

**READ AND FOLLOW CAREFULLY**

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

### **Amended Procedures April 2007**

- 2.3.1, 2.3.2, 4.5 – Gas operation – main valves + heater
- 3.7 Club supplies
- 3.8 Clothes Dryer
- 3.9 Dishwasher
- 5.1 Laundry trough and taps
- 5.2 Departure
- 5.3 Washing machine – reserved

**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 (BROWN) IS ON THE LEFT HAND SIDE OF THE SWITCHBOARD.

PUSH IT UP TO CONNECT POWER.

ALL OTHER SWITCHES (GREEN) 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 bench next to dishwasher).
2. ENSURE DRAIN SCREW BELOW HOT WATER SERVICE IS CLOSED – FINGER TIGHT.
3. OPEN MAIN WATER SUPPLY VALVE 'E' ON WALL IN BASEMENT.
4. CLOSE COLD AND HOT TAPS AS THEY FLOW. A TOTAL OF 20 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**

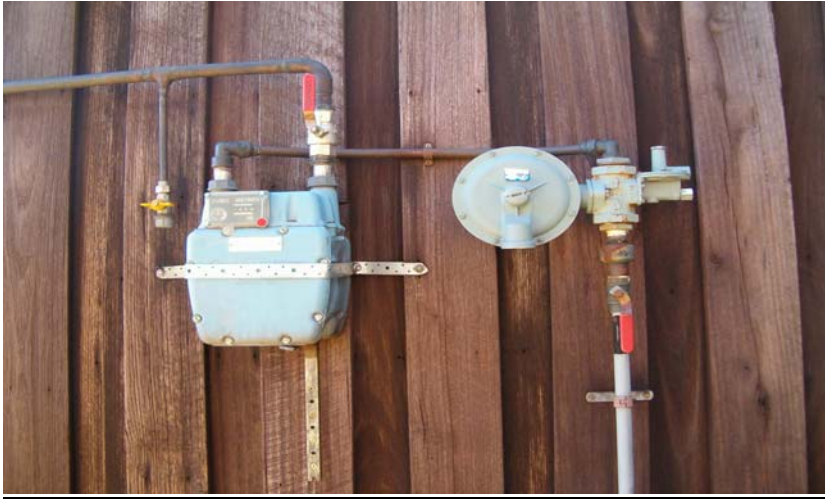


**HWS ROOM**



**KITCHEN**

## **2.3 GAS SUPPLY**



### **2.3.1. MAIN SUPPLY VALVES (OUTSIDE) VALVES TO REMAIN OPEN.**

If valves are closed re-open, 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 leave both valves open.

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

Two valves IN SKI ROOM (Ski room key located behind kitchen door) for the oven and bbq.

One valve BELOW HOT WATER SERVICE.

One valve BESIDE HEATER - 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.



## 2.4 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.

IF BEDROOM DOORS ARE CLOSED OPEN KITCHEN DOOR TO FACILITATE RETURN AIR TO HEATER (THREE DUCTS IN BOOT AND DRYING ROOM). CABIN HEATING WILL BE MORE EFFICIENT.

**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 (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 OR OFF WHEN YOU ARE ALL OUT SKIING AND AFTER LIGHTS OUT.

#### **3.3 GARBAGE DISPOSAL**

GARBAGE CAN BE LEFT AT THE GARBAGE HUTCHES LOCATED IN THE DAVENPORT VILLAGE OR NEXT TO HOYS SKI HIRE AT THE CORRAL CAR PARK, SEALED IN THE BAGS PROVIDED. DO NOT LEAVE AT TOP OF TRACK!

BLACK BAGS - GENERAL RUBBISH

WHITE OR CLEAR 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. AN EXTENSION LEAD FOR LAPTOP CONNECTION IS PROVIDED ON THE PHONE.

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

LOCKING LATCH CAN ONLY BE WITHDRAWN BY USING KEY AND ROTATING THROUGH 90 DEGREES ANTI CLOCKWISE. LATCH WILL THEN REMAIN IN UNLOCKED POSITION. THIS SHOULD AVOID LOCKING ONESELF OUT OF THE CABIN – A SPARE KEY IS AT MT HOTHAM MANAGEMENT RECEPTION.

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

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

### **3.7 CUB SUPPLIES**

THE CLUB SUPPLIES OF PERISHABLES, TEA, COFFEE, SUGAR ARE IN A SEALED PLASTIC STORAGE TUBE ON TOP OF MICROWAVE.

CLEANING PRODUCTS, TOILET ACCESSORIES LOCATED UNDERNEATH THE KITCHEN BENCH. TEA TOWELS, HAND TOWELS, CLOTHS ETC., GLAD WRAP AND ALUMINIUM FOIL ARE IN CUPBOARD UNDER BENCH NEXT TO DISHWASHER.

EMERGENCY SUPPLIES/SPARES AND FIRST AID KIT ARE LOCATED IN THE RED PANTRY CUPBOARD.

SPARE PILLOW CASES AND SHEETS ARE ON THE TOP SHELF OF THE PANTRY. IF USED PLEASE WASH, DRY AND RETURN TO STORAGE.

### **3.8 CLOTHES DRYER**

LOCATED IN COLD PORCH. PLEASE LEAVE EMPTY AND CLEAN THE FILTER LOCATED WITHIN THE TUMBLE DRYER – REMOVE USING 2 FINGER HOLES.

### **3.9 DISHWASHER**

CLEAN AND REMOVE ALL CROCKERY – DO NOT LEAVE LOADED FOR THE NEXT OCCUPANTS – WHEN THE POWER IS TURNED OFF ON DEPARTURE THE DISHWASHER STOPS!! (NO WATER EITHER). ANYTHING LEFT IN THE DISHWASHER REMAINS UNWASHED.

## **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, laundry trough

Stoves, sinks, griller trays and oven

BBQ to be left clean but oiled to stop rust

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

VACUUM: The rest of the cabin

SHUT: Blinds, windows and curtains

### **4.2 DUCTED GAS HEATER**

(See instructions in Basement) – Leave gas cock open turn gas controller from ON to PILOT light. Pilot light is to remain on all year round to avoid gas controller gumming up and an expensive service call and also to supply a small amount of heat to the burner area to avoid condensation and rust.

### **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 INTERNAL DRAIN VALVE AT THE TOP OF THE PLASTIC HOSE ON BOTTOM OF THE HWS UNIT, WATER WILL DISCHARGE THROUGH PLASTIC HOSE, SMALL BUCKET PROVIDED. RE-TIGHTEN (FINGER TIGHT) AFTER DRAINING.

**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 CHOCKED DOORS OPEN TO AVOID MOULD.

#### **4.5 GAS SUPPLY**

1. SET GAS HEATER THERMOSTAT TO ZERO.
2. BOTH MAIN SUPPLY VALVES AT METER REMAIN OPEN FOR HEATER PILOT LIGHT OPERATION.
3. CLOSE TWO VALVES IN SKI ROOM – (STOVE, BBQ)
4. CLOSE VALVE BELOW HOT WATER SERVICE.
5. CLOSE VALVE UNDER BBQ.
6. LEAVE HEATER VALVE OPEN.

#### **4.6 ELECTRICITY SUPPLY**

PUSH DOWN MAIN SUPPLY SWITCH (BROWN) ON LEFTHAND SIDE OF CIRCUIT BOARD IN BOOT ROOM – LEAVE ALL OTHER CIRCUIT BREAKERS (GREEN) IN “ON” POSITION.

#### **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 20 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 – SEE FRUIT TREE GROWTH. DROP OFF RUBBISH/RECYCLING BAGS AT RUBBISH HUTCHES.

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

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

#### **5.0 BBQ**

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.

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

TO AVOID RUST LEAVE BBQ PLATE CLEAN AND GREASED.

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

#### **5.1 LAUNDRY**

OPEN TAPS OVER TROUGH.

#### **5.2 DEPARTURE**

EITHER SECURE FOOD/PERSONAL ITEMS IN LOCKERS OR TAKE IT HOME. DO NOT LEAVE ANY PERSONAL OR FOOD ITEMS ON THE PREMISE THAT IT MAY BE OF USE TO THE NEXT OCCUPANT.

### **5.3    WASHING MACHINE**

RESERVED. WASHING MACHINE WATER TAPS AND DRAIN  
HAVE BEEN INSTALLED.