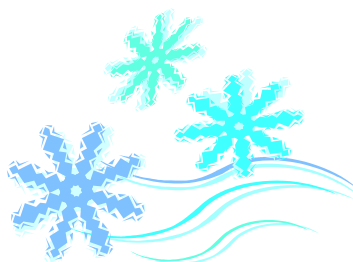


EDELWEISS SKI CLUB MT HOTHAM

CABIN OPERATING PROCEDURES

***Read and follow carefully - failure to do so may result
in costly repairs***

Amended May 2014



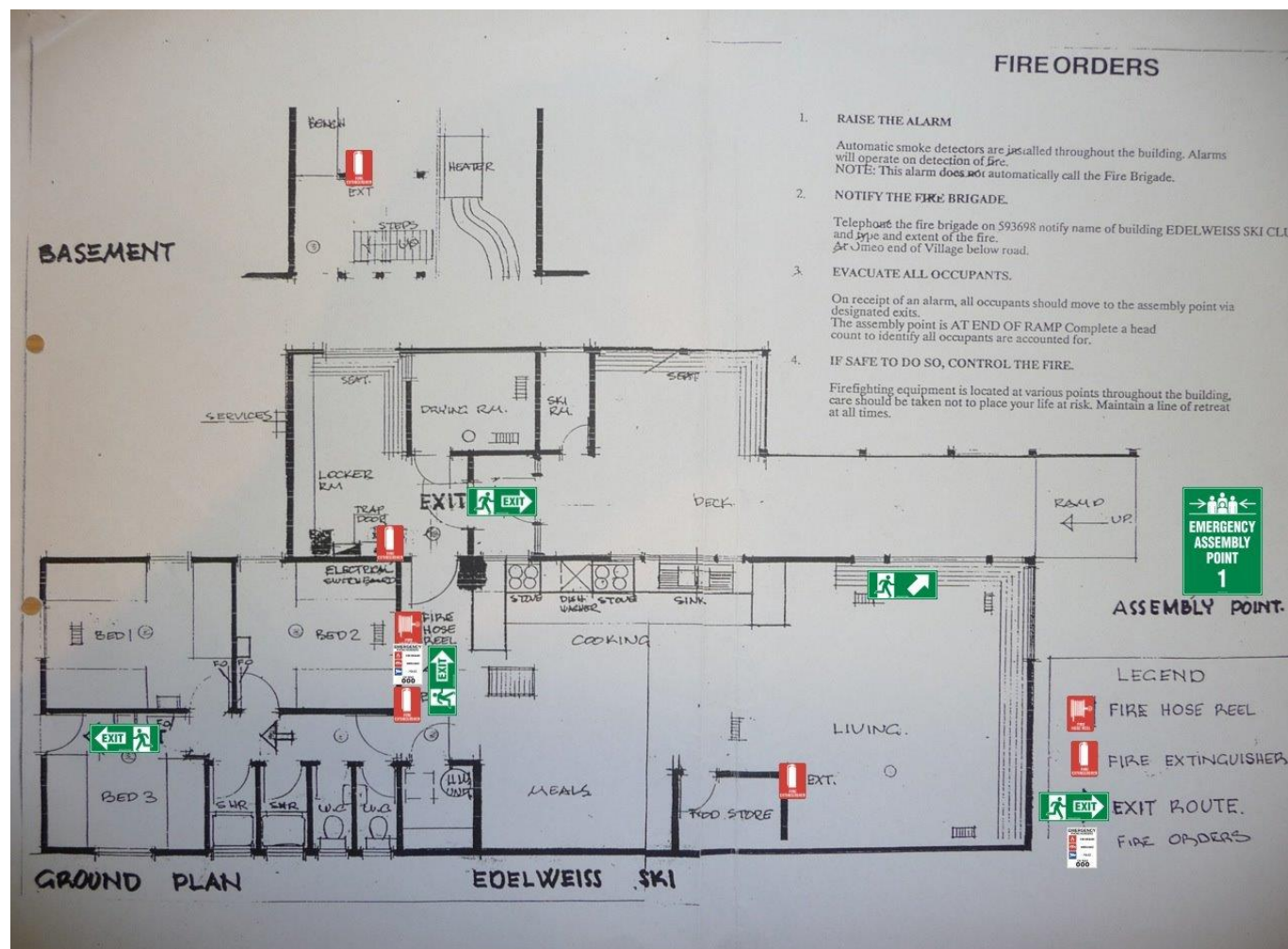
IMPORTANT

The rear bunkroom door is an emergency exit point in the case of a fire and / or emergency evacuation and as such must have clear access at all times.

In the event of the need to evacuate, you can escape via the front door, the emergency exit door in rear bunkroom or the large sliding lounge room window.

NB: Members are reminded of their legal requirement to brief guests on cabin evacuation exits, assembly points and location of the evacuation plans/fire orders on the noticeboard wall above the fire extinguisher and fire hose reel in the kitchen.

Example of evacuation plans/fire orders:



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The diagram is a hand-drawn floor plan of a ship's cabin, oriented vertically. The plan is divided into several sections:

- LOUNGE:** Located at the top, containing a 'STORE' and a 'DINING' area. A 'HOT WATER' label with an arrow points to a red circle with an 'X' in the dining area.
- ENTRY:** A central corridor area with a 'DECK' entrance at the bottom. A 'FRIDGE' is located near the deck entrance, and a 'CLOCKERY + GLASS' is near the top.
- BUNKS:** Two rows of bunks are shown on the left and right sides of the plan.
- LOCKERS:** A row of lockers is located near the top right, with a 'METER' and 'OPEN SLOWLY' label pointing to a red circle with an 'X'.
- DRYING:** A 'DRYING' area is located near the top right, with a 'SKIS' label and a red circle with an 'X'.
- PLAN BASEMENT:** A separate section at the bottom right, containing a 'HEATER' and a 'MAIN SUPPLY' label with a 'DO NOT TOUCH' note.
- PLAN CABIN:** A label at the bottom right, with 'GAS VALVES' and 'WATER VALVES' listed below it, each followed by a red circle with an 'X'.

The plan includes various symbols and labels for equipment and safety, such as 'HOT WATER', 'METER', 'OPEN SLOWLY', 'HEATER', 'MAIN SUPPLY', 'DO NOT TOUCH', 'GAS VALVES', and 'WATER VALVES'. The plan is titled 'PLAN BASEMENT' and 'PLAN CABIN'.

2. OPENING UP THE CABIN

2.1 ELECTRICITY SUPPLY

- a) The mains switch (brown) is on the left hand side of the switchboard.
- b) Push it up to connect power.
- c) 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

- a) Close drain valves 'B, H, C, F & D'. (Basement, HWS room, kitchen cupboard under bench next to dishwasher).
- b) Ensure drain screw below hot water service is closed – finger tight.
- c) Open main water supply valve 'E' on wall in basement.
- d) 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 water and gas valve locations.

Water marked in **BLUE {X}**

Gas marked in **RED {X}**



BASEMENT



BASEMENT



HWS (laundry)

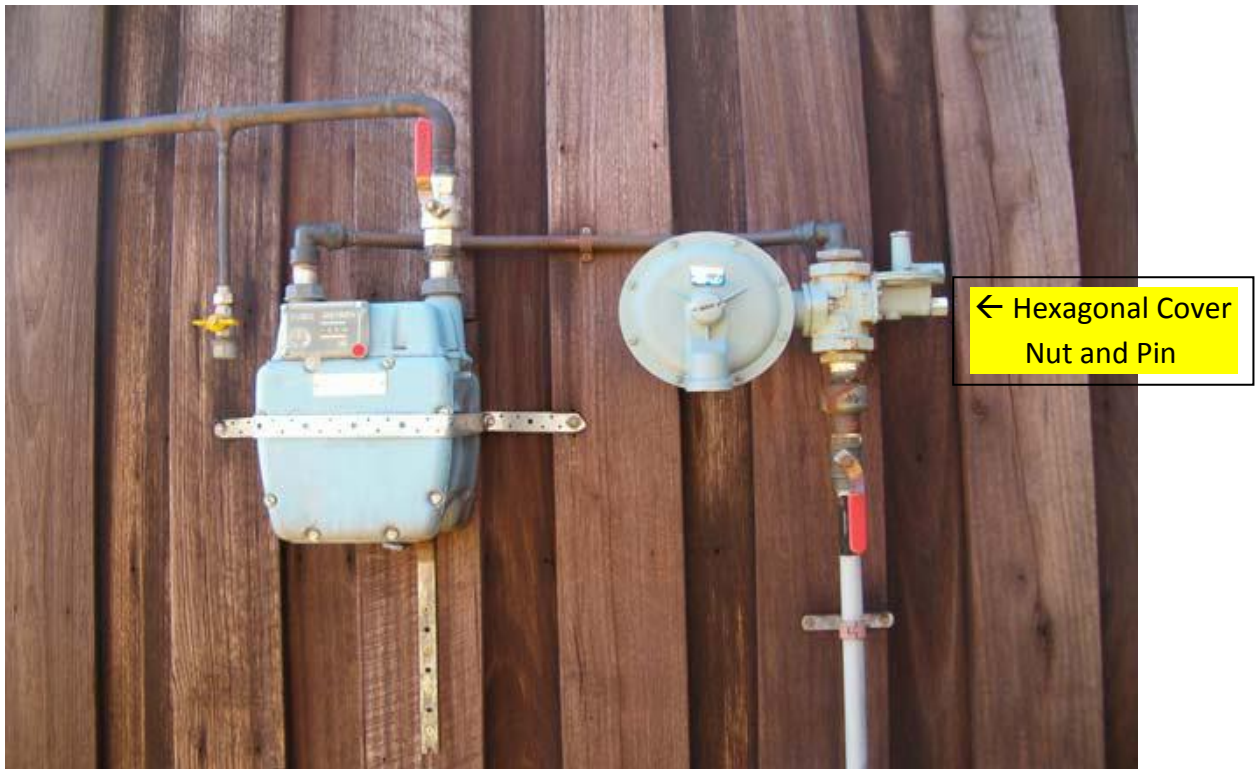


HWS (laundry)



KITCHEN

2.3 GAS SUPPLY



2.3.1. MAIN SUPPLY GAS VALVES (OUTSIDE)

“VALVES ARE 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 GAS VALVES (INSIDE)

- a) Two valves in SKI ROOM for the oven and BBQ (Ski Room key located behind kitchen door).
- b) One valve BELOW Hot Water Service.
- c) One valve beneath BBQ.



SKI ROOM



LAUNDRY



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 fully and then improve, this may take several minutes.

The same applies to the BBQ and Hot Water Service.

2.3.4. IF GAS DOES NOT FLOW AT ALL.

- a) Turn off both Main Supply Valves (outside).
- b) Remove hexagonal covering nut.
- c) Pull pin out to its full extent without removing it completely.
- d) Leave pin in this position and replace covering nut (hand tight only).
- e) Very slowly turn on main valves and listen for burping noise.

N.B. Refer plan of Cabin water and gas valve locations.

2.4 DUCTED GAS HEATER

The Heater has an electronic ignition and does not require the lighting of any pilot light and is controlled by the Thermostat/Controller unit which is situated on the wall just inside the kitchen door.



For details on operating the heating refer to the instructions on the wall above the Thermostat/Controller unit.

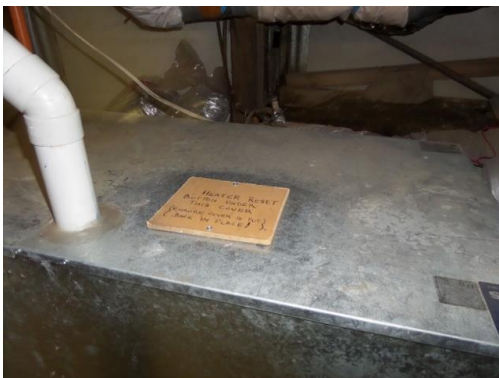
If bedroom doors are closed, open kitchen door to facilitate return air to heater (three ducts in boot and drying room). Cabin heating will be more efficient.

N.B. It is essential that we do not block off any of the outlet ducts, as damage could occur to the heat exchanger.

If the heater fails to start: check the top left-middle of the Thermostat/Controller screen to see if there is a “spanner”, if there is, proceed as per the following instructions:

- a) Go down to the heater unit in the basement.
- b) Verify that the gas supply stop for the heater is open.
- c) On the top of the heater unit there is small cover plate near the flue with 2 screws (refer to photos below).
- d) Carefully remove the 2 screws and cover plate to review the internal heater panel.
- e) Press the “round” reset button for 1 second (circled in red).
- f) Go back upstairs to the Thermostat/Controller unit on the kitchen wall and the “spanner” should now be off.
- g) Carefully replace the cover plate and 2 screws on the top of the heater unit. Then follow the normal operating instructions on the wall above the Thermostat/Controller unit.

If the above procedure does not clear the “spanner”, return to the basement and switch the heater unit power-point off, wait 2 minutes and turn back on. Then repeat steps e) through g).



2.5 HOT WATER SERVICE

- a) Switch on power point.
- b) Ensure Gas Valve below hot water service is in vertical position (on).
- c) Ensure Drain Screw under the Hot Water Service is closed clockwise (finger tight).
- d) The Hot Water Service functions only when water is drawn from a hot tap. Ignition is automatic and electronically controlled.
- e) If it does not function immediately, there may be air in the gas lines so 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**.
- f) 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

- a) Open Gas Valve in the ski room.
- b) Open Gas Valve below the BBQ.
- c) Operate gas cocks on BBQ – system may require bleeding – run gas for a few minutes.
- d) Operate ignition.

3. GENERAL INFORMATION

3.1 GAS STOVE / OVEN

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 BBQ

A spotlight is installed to assist cooking at night which is operated by the power point next to crockery cupboard.

3.3 DUCTED GAS HEATER

Gas is expensive so turn thermostat to low (12 – 14 degrees) when you are all out skiing and after lights out at night.

3.4 GARBAGE DISPOSAL

Garbage is to be left in the Garbage Hutch located on the opposite side of the road at the top of the Edelweiss driveway.

DO NOT leave garbage outside the Hutch!

Please use the supplied bags and ties:

- BLACK bags - general rubbish
- WHITE or CLEAR bags - for re-cycling

3.5 SKI LOCK / CHAIN

For your convenience, there is a Lock/Chain in the Garbage Hutch so you can leave your skis locked-up overnight.

Keys are on the wall near the notice board – please ensure the keys are returned so others can use!!

3.6 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.

3.7 FRONT DOOR LOCK

Locking latch can be withdrawn by 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.

3.8 GAS ODOUR FROM GAS METER

This unit contains a small valve discharge vent and occasional gas odour is considered normal.

3.9 CLUB SUPPLIES

The club supplies of perishables, tea, coffee, sugar, etc are in a sealed plastic storage tubs 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 stored in the overhead cupboard in the laundry. If used please wash, dry and return to storage.

3.10 CLOTHES DRYER

Located in the cold porch. Please leave empty and clean the filter located on the front of the tumble dryer – remove by pulling the round centre point.

3.11 DISHWASHER

Clean and remove all crockery – do not leave it loaded for the next occupants.

When the power is turned off on departure the dishwasher stops!! (No water either). Anything left in the dishwasher will remain unwashed.

3.12 WASHING MACHINE

Available for washing personal items and club provided tea towels, hand towels and shower floor mats.

4. CLOSING DOWN / VACATING 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

WASH:

- Please wash all dirty tea towels, hand towels and shower floor mats and hang them in the drying room.

Please leave the lodge in a state that YOU would expect to find it in!

4.2 DUCTED GAS HEATER

Refer to the instructions on the wall above the Thermostat/Controller.

N.B. During the ski season, if there are still other bookings after you, leave the heater on set at 10 degrees. Otherwise turn off.

4.3 HOT WATER SERVICE

N.B. Water supply must be turned off prior to this action

- a) Turn off Gas Valve below Hot Water Service to horizontal.
- b) Turn power to hot water service off at power point.
- c) Drain hot water service by rotating the internal drain valve which is located underneath the Hot Water Service unit (with plastic hose attached), water will discharge through plastic hose, use small bucket provided. Retighten drain valve (finger tight) after draining.

4.4 REFRIGERATOR & FREEZER

- a) Switch off power to both units.
- b) Remove all food.
- c) Clean units thoroughly.

Important – leave both doors chocked open to avoid mould.

4.5 GAS SUPPLY

- a) Both main supply valves at meter are to remain open.
- b) Close two valves in ski room – (Stove & BBQ).
- c) Close valve below Hot Water Service.
- d) Close valve under BBQ.

4.6 ELECTRICITY SUPPLY

N.B. Only perform this if you are shutting the lodge down at the end of the ski season (e.g. there are no further bookings).

- a) Ensure ducted heating has been turned off.
- b) Push down main supply switch (brown) on left hand side of circuit board in boot room.
- c) Leave all other circuit breakers (green) in “on” position.

4.7 WATER SUPPLY

- a) Close valve ‘E’ (main supply).
- b) Open fully valves ‘B, H, C, F & D’ (Drains).
- c) Drain hot water service by opening and then closing drain screw under hot water service (finger tight only).
- d) Fully open all taps including showers – a total of 20 taps.
- e) Ensure plugs are removed from basins and sinks.
- f) 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 indigenous vegetation growth.
- Drop off rubbish/recycling bags in the garbage hutch.

4.9 EMERGENCY EXIT REAR DOOR

- Ensure that the lock button is depressed on rear bunk room emergency exit door in the locked position.

4.10 BBQ

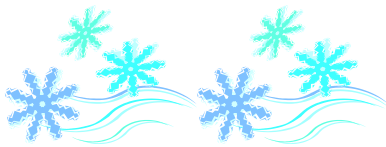
- The BBQ is secured against theft by chain and padlock.
- To avoid rust leave BBQ plate clean and oiled.

4.11 LAUNDRY

- Open taps over trough.
- Do not leave any articles in the Washing Machine – clean or dirty.

4.12 DEPARTURE

- Either secure food/personal items in lockers or take it home. Do not leave them on the premise unless pre-arranged with the next occupant.
- Ensure all shovels or returned to the Ski Room and door is locked.
- Ensure all Cabin keys are returned to wall behind kitchen door.
- Ensure front Entrance Door is securely locked behind you.



Enjoy!

