




OPENING INSTRUCTIONS



Instructions for Opening the Spencers Creek Ski Lodge for Use by Members and Guests

These tasks will take ~15min to complete. It is recommended that you read through all these steps before commencing.

	Instruction	Photo	Check
1.	<p>A lodge key is available in a combination lock on the inside of the front door. The combination will be changed regularly and is available from any committee member.</p> <p>Slide the black cover down and enter the combination to access the key.</p> <p>The key must be returned to the combination lock after every use.</p>		<input type="checkbox"/>
2.	<p>Go to the Meter Box on outside wall near Laundry</p>		<input type="checkbox"/>
3.	<p>Turn ON ALL circuit breakers on RHS of meter box. This should require all those circuit breakers circled to be turned ON.</p> <p>It is noted that only the circuit breaker on the middle LHS labelled "EM Lights Do Not Turn Off" should have been ON, with the other meters OFF.</p>		<input type="checkbox"/>

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<p>4.</p>	<p>Go into basement near the wood store where the hot water systems are.</p> <p>Turn Main Water ON (Open) – blue tap, which is next to the hot water system.</p>		<input type="checkbox"/>
<p>5.</p>	<p>Make sure that all taps in the lodge are turned OFF (they were left on to prevent pipes from freezing). Taps included are;</p> <ul style="list-style-type: none"> • Downstairs toilet (Turn this one OFF first as it has a tendency to overflow.) • Laundry • Bedroom 1 bathroom sink and shower • Bedroom 2 bathroom sink and shower • Bedroom 3 bathroom sink and shower • Bedroom 4 bathroom sink and shower • Bedroom 5 bathroom sink and shower • Kitchen Sinks <p>If the water is discoloured because the lodge has not been occupied for some time, run the water through the taps until clear.</p>		<input type="checkbox"/>
<p>6.</p>	<p>Turn ON the heater on the bedroom floor landing</p>		<input type="checkbox"/>

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<p>7.</p>	<p>Check that the bleeder tap under the kitchen sink is still ON (to keep water flowing through the kitchen to prevent freezing pipes).</p> <p>It is noted that if the weather has been extremely cold then the water in the kitchen sink S-traps can freeze preventing the water draining away. If this occurs, then it may be necessary to defrost the pipes under the kitchen sinks. This can be done with the blow heaters that are in the kitchen store room.</p>		<input type="checkbox"/>
<p>8.</p>	<p>Check that water is dribbling out of the hose on the ground near the electrical meter (through basement room external door). This is to keep water flowing through pipes to prevent freezing.</p> <p>If water not dribbling through hose, then tap in wood store needs to be opened.</p>		<input type="checkbox"/>
<p>9.</p>	<p>Plug in and turn ON the 2 x kitchen fridges, 1 x bar fridge, and downstairs freezer.</p> <p>If entering the lodge in winter, turn ON the drying room by turning ON the switch found on the RHS of the door as you enter the drying room.</p>		<input type="checkbox"/>
<p>10.</p>	<p>If there are any issues found with the lodge, please make a note of these and advise the Club Secretary at your earliest convenience;</p>		<input type="checkbox"/>