

4.

OPENING THE LODGE
(After Complete Close-Down)

Instructions must be followed in the order listed.

1. If you do not have the front door code phone the booking officer John Kraefft 99771325 or 0405 370 872 or David Francis 0413 530 868.
2. Go to ELECTRICITY MAIN SWITCH BOARD (located on outside wall adjacent to Games Room external door) and follow instructions 1 and 2 for opening the Lodge.
3. Go to gas bottles located outside on the right of the front door and open lids on top of the bottles and open valves turn anticlockwise. Make sure this is done to both bottles
4. Go to LAUNDRY and follow instructions to turn on the water MAIN INLET VALVE. Turn off any laundry basin taps that are on.
5. Go around the lodge and turn off taps in the kitchen and bathrooms
6. Go to ELECTRICITY SUB-BOARD in the tool cupboard behind the FRONT DOOR and turn on Circuit Breakers 1 to 10 on SUB-BOARD 2.
7. Check all Circuit Breakers on SUB-BOARD 1 are in the ON position.
8. Go to LAUNDRY and check that the HOT WATER tanks are full (cannot hear filling noises).
9. GO to ELECTRICITY MAIN SWITCH BOARD (located on outside wall adjacent to Games Room external door) and follow instruction 3 for opening the Lodge.
10. Check all heating controls. Ensure that any rooms not intended to be used are turned off and all others are set at an appropriate level.
11. Check the refrigerator, if not on, turn on at the power point. The power point is on the wall behind the fridge.
12. Turn on gas bottles stop valves if they have been turned off – see item 7 in the closing lodge instructions
13. The key for the back verandah door are located in either:
 - a. Behind the instruction sign in the outside fuse box
 - b. Hanging in the tools store, first door on the left after the front door
 - c. Please replace after use.