

WEEKLY LODGE CAPTAIN'S DUTIES

The weekly lodge captain is responsible for the smooth running of the lodge and for handing it over to the next occupants in good order. If in any doubt please contact the booking officer in the first instance.

1. If you have any issues during your stay please contact the Lampada Booking Officers: John Kraefft 0405 370 872 or David Francis on 0413 530 868.
2. WINTER. At the end of your week ensure the lodge is spotlessly clean and tidy. NOTE: BEDROOMS WILL NOT BE CLEANED BY THE CONTRACT CLEANERS. Ensuites and all public area will be cleaned by the contractors – refer separate cleaning instructions Section 3B for cleaning of bedrooms, kitchen and general tidiness of the lodge.

SUMMER: refer separate cleaning instructions Section 3A.

The lodge must be vacated by 10.00am on the day you are leaving to allow the cleaners access.

3. Ensure the linen and laundering procedures are followed – refer separate laundry instructions, Section 7.
4. Because the surface of the billiard table is easily damaged and expensive to repair, ensure no children under 14 use the billiard table without supervision.
5. It is a condition of our lease that no more than 14 people can sleep at the lodge at any time. National Parks and Wildlife require us to keep a register of occupants at all times for this purpose. You must ensure all occupants enter their names and addresses in the register, which is a hard backed navy blue ledger kept on top of the cupboard at the top of the stairs. Children under 5 need not be registered.
6. Ensure that heating is used wisely and that the individual wall mounted heating controls are switched down to no heat when not in use, and low heat or off during the day.
7. Ensure the garbage and recycling is handled correctly – refer separate garbage instructions at the rear
8. Ensure that nobody stays at the lodge without the permission of the booking officer or club chairman.
9. Report all breakages, shortages and malfunctions to the booking officer, so that corrective action can be taken quickly.
10. Ensure front deck is kept clear of snow.
11. Keep outside electricity main board box clear of snow. Also keep all exits clear of snow for quick access in an emergency.
12. If illuminated internal exit signs fail ring Mark Ovens – Stress Electrics – on 0418401289 or 64562529.
13. Ask all occupants to limit showers to 3 or 4 minutes to conserve hot water for others.
14. For plumbing and water issues call Andrew Marr on 0416 065 022.