

4.

OPENING THE LODGE

(After a Complete Close-Down of the Lodge by Previous Occupants)

Instructions must be followed in the order listed.

1. If you do not have the front door code phone the booking officer John Kraefft 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 in Sections 14 and 15 for opening the Lodge. Note that the hot water is off peak and will only heat at specific times of the day.
3. Go to LAUNDRY and follow instructions to turn on the water MAIN INLET VALVE. Turn off any laundry basin taps that are on. Open the main cold water inlet valve. Ensure the common tank drain valve is closed and pressure relief valves on each tank are closed.
4. Go around the lodge and turn off taps in the kitchen and bathrooms and bedroom ensuites. Both upstairs and downstairs.
5. 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. (ie in the UP position)
6. Check all Circuit Breakers on SUB-BOARD 1 are in the ON position. (ie in the UP position).
7. Go to LAUNDRY and check that the HOT WATER tanks are full (cannot hear filling noises).
8. Check all heating controllers in bedrooms and elsewhere. Ensure that any rooms not intended to be used are turned off and all others are set at an appropriate level.
9. Check the refrigerator, if not on, turn on at the power point. The power point is on the wall behind the fridge.
10. The bottles are located outside at the right side of the entrance. There are 2 bottles which are linked and have a toggle valve (Blue) which is located on the wall behind the bottles.

Open the lid on top of the bottles (the hinges are on the side away from the wall). Open one gas valve (if not already on) by turning anticlockwise. You only need to turn one gas bottle on. Looking at the small blue toggle valve between the tanks, the blue toggle valve handle should point to the gas tank which has it's valve open.

You can check the gauges on top of each tank which indicate the percentage full for each tank.