

LODGE USE INSTRUCTIONS



This revision: April 2014

A club, not a business

Blue Cow Ski Club is very small and relies entirely on the goodwill and participation of its members and their guests to function successfully and to maintain the Lodge in a safe and comfortable condition. Please assist by:

- Advising guests appropriately, and/or giving them a copy of these *Instructions*. Members are responsible for their guests.
- Observing the spirit of the booking rules as well as their letter, including
- Advising the Bookings Officer as soon as possible of any cancellations or early departures.
- Exercising consideration for fellow members and guests (eg late night arrivals, noise, sharing the kitchen, food hygiene and general tidiness), and
- Considering volunteering for a working party (usually held at least every autumn) or nominating for a position on the Committee.

Thank you! Your assistance will be very much appreciated. ☺

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On arrival

ARRIVAL TIME

- Arrival time in the Lodge for the commencement of a booking, in the absence of agreed arrangements prompted by bad weather or other issues, is 4.00 pm or later. Items may be left in the ski room during the day but the previous night's occupants are entitled to use bedrooms, bathrooms, kitchen and lounge area up until 4.00 pm unless the outgoing and incoming parties reach prior agreement on an alternative arrangement. It is difficult for outgoing parties to clean and vacate the Lodge if new arrivals are already present, especially if the parties are large. Please communicate!

AT THE LODGE

- Do not lean skis, boards or other items against the external Colorbond™ cladding, as scratches in the coating will lead to rusting.
- Turn on all circuit-breaker switches on the electrical board on the right immediately inside the front door in the ski room if they are not already on.
- Check for signs of unauthorised entry if no one has been present before you.
- Close and switch on the refrigerator. (During winter the refrigerator should have been left on permanently as Lodge occupancy is usually high if not continuous, and repeated on/off cycles will shorten the refrigerator's life.)
- Enter details of your party in the trip book at the start of your stay (this is a condition of the Club's lease).
- Please keep the front door locked when not in the ski room itself, as thefts have occurred in the past.
- No boots beyond the ski room door please.

Security

PLEASE KEEP THE FRONT DOOR LOCKED WHEN NOT IN THE SKI ROOM, WHETHER OR NOT THERE ARE PEOPLE PRESENT IN THE LODGE. Valuable equipment has been stolen in the past from the ski room when the front door has not been locked. Remember that other members (many of whom will not be present) leave equipment in the ski room, and expect it to be secure.

Theft disclaimer: It is a condition of the provision of accommodation by the Club that the member/guest to whom accommodation is provided is responsible for the safety and security of their property, and the member/guest releases the Club from all liability for loss or damage to any such property, however caused, and agrees to indemnify the Club against any claim which might be made against it for loss or damage to such property by the member/guest.

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Winter parking at Guthega

- The road from above the Guthega Ski Centre to the Lodge is signposted to say that road vehicles are not allowed beyond that point during winter. Please observe this as vehicles are a hazard to skiers, damage the snow surface and get stuck. In recent years the road to the lodges has been ploughed and opened in mid-September.
- The area directly in front of the Guthega Ski Centre is reserved during winter for day parking. Owners of vehicles left there overnight in winter may be fined.
- Members and their guests are entitled to use the overnight winter parking area a few hundred metres before the Guthega Ski Centre (for which the Club pays indirectly), and the 12-15 diagonal parking spaces on Tate Rd between the Guthega Ski Centre and the turning circle. If using these areas you should place a completed parking permit (a sample of which is at the end of this document) in your vehicle so that it is readily visible from outside to avoid a potential fine.
- If significant snow has fallen, the parking areas may be ploughed on Friday mornings, requiring cars to be moved temporarily. To ensure that your car does not obstruct snow ploughing or get damaged by machinery, a mobile phone number should be on the form displayed so that the owner can be contacted.

Fire precautions

- The master switch on the fire alarm unit in the ski room must be left on at all times. **NEVER TURN OFF THE ALARM.** Turning it off is dangerous and may leave the person who disables the alarm legally responsible for any subsequent mishap.
- **The procedure to follow if the fire alarm sounds is posted on the control panel in the ski room.**
- The Lodge is fitted with thermal and smoke sensors which will activate an alarm in the Lodge if heat or smoke are detected. If excessive kitchen fumes activate the alarm, remove the source of the fumes and ventilate the Lodge before resetting the alarm. The Fire Brigade may impose significant callout charges for false alarms.
- A fire blanket and a fire extinguisher are located on the wall near the stove. Other fire extinguishers are situated in the lounge and in the downstairs foyer.
- There are two types of fire extinguisher in the Lodge. The yellow ones are for electrical fires, and the large red water filled ones are for NON electrical fires.
- Do NOT disconnect the door closers. They are required by law for the prevention of the spread of fire. Disconnection may void the Club's insurance policy.
- The outside stairway from the deck provides an additional fire escape. Please ensure that all occupants are familiar with fire procedures.

Environmental responsibilities

The impact of the Lodge on the environment is monitored by our lessor, NPWS. This includes annual submission of a report by the Club on the Lodge's occupancy numbers, energy and resource consumption, recycling, land use issues and related matters. Please assist the Club's compliance with its lease conditions and broader environmental responsibilities by doing the right thing. If you have any questions please contact a Committee member.

Spill kit

The Lodge has a kit to deal with spillages of dangerous chemicals. It is located in a drawer at floor level behind the ski rack in the ski room.

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Footwear

Boots and other outdoor footwear must not be worn inside beyond the ski room. Boots may be left in the ski room, in the drying room or on the deck.

Electrical circuits

The electrical circuits are protected by trip switches. If a circuit is overloaded, its switch will drop down. To restore power reduce the load on the circuit and then trip the switch back up by moving it upwards and holding it there briefly.

Heaters

When not required, please turn down or switch off the heaters, including the heater in the drying room, which is connected to a red warning light above the entry to the pantry. Electricity at Guthega is expensive.

Hot water systems

The main hot water heater is located in the women's shower. Leakage through the overflow pipe is normal, provided it is slow (ie a drip every few seconds). Overflow increases with water usage. Above-normal overflow indicates that the relief valve should be examined and/or replaced. There is also a small hot water heater under the kitchen bench to the right of the sink.

Exit lights

- If the exit lights are not working, please contact the Maintenance Officer.
- Do not disconnect the exit lights. They are required by law to prevent injury to occupants. Disconnection may void the Club's insurance policy.

Water supply

- Water supply to the Lodge is metered. Please conserve water.
- If you arrive to find the water is off, check the Lodge's stopcock under the deck.
- Water stoppages have occurred in the past as a result of blockages in the main water line. Should this happen, other lodges will also be without water, and Perisher Blue management should be notified.

Windows

- **PLEASE do not force the new hinged double glazed windows.** You should check that the latches are undone (ie that the levers are in the up position) when opening AND closing windows. If there is resistance, leave the latches until they can be checked, and report the problem to the Maintenance Officer.
- The new insect screens also require care. Please do not remove or install them yourself. At the beginning and end of each winter the Maintenance Officer will arrange for their seasonal removal, storage and reinstallation.

Duette blinds (lounge area)

Please look after the Duette blinds. They were an expensive part of the Lodge's 2012 refurbishment. They have two layers for better insulation, but can be damaged if chairs or people crush the blinds against the window frames, walls or the upstairs door.

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Bedding

Linen

Occupants must supply their own top and bottom sheets and pillow cases, or a YHA-style sleeping sheet.

Doonas and pillows

If you move doonas or pillows to another bunk, please return them to their original position when you leave. The heavier doonas are intended for use in the colder rooms downstairs.

Electric Blankets

All bunks are fitted with electric blankets. They must be switched off at the bed and at the wall when not in use.

Food, cleaning and other supplies

Stock

The food and other items which are stocked during the winter season are listed in Attachment C. If unopened items on the pantry shelves drop to the minimum quantities listed in Attachment C (a copy of which is on the pantry wall) please advise the Food Officer, Simon Smith, on 02 6161 5210, 0438 197 097 or jssmith@grapevine.com.au. It is also useful to note shortages (actual or looming) on your trip list. Using both methods of notification assists in the timely purchase and delivery of supplies.

Consumption

- Please check the kitchen for opened packages of food items you need before visiting the pantry. Often more than one package of something will already have been opened, but is elsewhere in the kitchen. Excess food clutters up the small kitchen area, and once opened goes off faster.
- Please write the date of opening of any perishable items on their packets/containers. Food poisoning is not fun.
- Food which is past its use-by date is removed from the Lodge after winter.
- Food supplies are not actively maintained during summer, but occupants are entitled to use any surplus food that remains after winter.
- Bottles in the bar cupboard usually belong to someone, although the bottles should all have owners' names on them. Hands off unless it's yours! 😊

Departure

On departure, occupants should remove any perishable food that they have brought to the Lodge. Perishable food may only be left by agreement with subsequent parties who will take responsibility for its consumption or disposal.

Toilet paper

If the main supply of toilet paper (in the pantry) has been exhausted, you may find reserves in the back of the ski room underneath the stairs. But see also the first paragraph above- please ensure adequate supplies for future parties!

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Garbage and recycling

- On vacating the Lodge, dispose of garbage and recycling in the bins near the Guthega Ski Centre. Alternatively, take it home or to Jindabyne.
- Note also that crumbs, food scraps etc have in the past led to the presence of mice (possibly including native species) in the Lodge. Please clean up after dinner, and store food and rubbish appropriately. There are spare rubbish bins with lids in the ski room.
- NPWS has given each lodge an Elliott trap constructed of sheet aluminium which can be folded flat for storage. Ours is kept in the ski room. It can be baited with small mammals' favourite food (eg a blend of peanut butter and rolled oats). Any captives (because they may be a native species) should be released alive and well away from the Lodge. Alternatively you may prefer to report any suspicious activity to a Committee member who will arrange for an appropriate response.

Lodge cleaning before departure

- Refrigerator (cleaning): empty, and wipe clean. Perishable food may only be left in the Lodge if another party has agreed to take responsibility for it.
- Refrigerator (power): during winter the refrigerator should be left on permanently as occupancy is usually high, and repeated on/off cycles will shorten its life. During summer the refrigerator should be switched off at the power point and the door propped open.
- Dishwasher: empty, and clean out the filter. Do not leave it running if the Lodge will be empty, and do not overfill it.
- Cold cupboard: remove perishable food (condiments, spreads and the like excepted) unless another party is taking responsibility for it, and wipe out.
- Kitchen: clean the benches, ensure that the stove's hot plates have been turned off and mop the floor.
- Take used tea towels, oven mittens etc home for washing, and if possible return them to the Lodge via another member who is visiting soon.
- Lounge: vacuum (and if necessary mop) the floor, wipe down coffee table, leather chair cushions and other surfaces as required.
- Stairs and foyer: vacuum (and if necessary mop) the floors.
- Bedrooms: empty waste-paper bins, shake and/or vacuum the floor mats, vacuum (and if necessary mop) the floors.
- Empty the vacuum cleaner bag.
- Bathrooms: clean the basins, wall tiles, shower screens and shower floors, and mop the floors.
- Clean the toilets and mop the floors.
- Ski room: tidy, put away any tools, clean the bench, sweep and/or mop the floor.
- Clean the barbecue if you have used it.
- Close all windows (taking care not to force them- see comments above re latches).
- Wipe any condensation off the window frames to prevent rot and stains.
- Switch off all heaters and electric blankets at their respective power points.
- If you leave skis or boards in the ski room, ensure that sufficient space is left for the equipment of parties who stay at the Lodge while you are not there.
- Other personal items left at the Lodge should be stored in your locker when you leave, as space is very limited in the pantry and other communal areas.

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Trip lists and payments

- Complete a numbered trip list for your visit in the self-carboning trip book kept in the lounge area. Record as many details as you can on arrival. (It is a condition of the Club's lease that the trip book ["Accommodation Register"] reflects actual [ie current] occupancy. NPWS staff may conduct a physical check to compare the trip book with actual [current] occupancy. Our lease permits a maximum overnight occupancy of 12 people aged 5 years or more, except in emergencies).
- Please list all the members and guests in your party and (at the end of your stay) the number of nights for each, and the amounts due. If you are unsure of the charges consult the notes in the trip book for the current amounts.
- Different parties should submit separate (ie with different serial numbers) trip lists. Ensure that payments and trip lists correspond when sent to the Treasurer.
- Make a note on the trip list of any shortages, breakages or maintenance required. This information is forwarded by the Treasurer to the appropriate Club officer for attention. The spare barbecue gas bottle should be full. If you swap bottles and you are visiting Jindabyne during your stay, it would be appreciated if you refill the empty gas bottle there and obtain reimbursement from the Treasurer.
- Remove the original (top) page of the trip list, and mail it to The Treasurer, Blue Cow Ski Club Inc., PO Box 6080, O'Connor, ACT, 2602. There are usually pre-addressed envelopes with the trip book for this purpose.
- It is preferred that payments be made electronically to the Club's bank account (account name Blue Cow Ski Club Inc, BSB 112-908, account number 050 150 891). If paying electronically please include your name and trip number in the description field so that the Treasurer can reconcile the accounts with the trip list book. Payment may also be made by cheque to "Blue Cow Ski Club Inc."

Please do not deduct amounts for Club expenditure from your Lodge fees as this complicates the accounting. Only expenditure authorised by the Committee will be reimbursed.

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On departure (final checks)

CLEANING AND HOUSEKEEPING

- Is everything clean?
- Have the garbage and recycling been removed?
- Is the dishwasher empty and has its filter been cleaned? Do not leave the dishwasher running if the Lodge will be empty.
- Has the refrigerator been emptied and cleaned, and (in summer only) switched off and the door propped open?
- Have trip list(s) been completed?

SECURITY, FIRE PREVENTION AND WEATHER EXCLUSION

- Close and lock all the windows and doors (remember to check the window in the drying room, and the upstairs door to the deck). Do not force the window latches.
- Close all the blinds, upstairs and downstairs. This assists with security and prevents UV light damage to soft furnishings and pictures.
- Switch off all heaters (including the one in the drying room), electric blankets and other appliances at their respective power points (except the refrigerator in winter).
- Turn off all the circuit breaker switches in the ski room (in summer only- see instruction re refrigerator).
- Lock the front door and head home safely. Watch out for wildlife, especially on the road between Munyang and Island Bend.

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Attachment A: Emergency contacts and communications

Mobile phone calls from/to the Lodge are best made via a telecommunications carrier which uses the Optus network.

Telstra's network is only intermittently accessible at Guthega, and then only if you lean out from the northern corner of the deck or stand on the road, both preferably in cloudy weather. Telstra's network (which has a tower at Perisher valley) can be more reliably accessed from higher up (eg Blue Cow Terminal, Paralyser trig and parts of the Main Range.)

SMS messages are more likely to be successful than voice calls, especially if you are limited to Telstra's network.

Internet access at BCSC's Lodge is subject to the same limitations as mobile telephony, as the Lodge does not have a land line.

Blue Cow Ski Club office bearers	Matt Madin (Maintenance Officer) 0435 164 701 Simon Smith (Food Officer) 0438 197 097 Theo Hooy (President) 0419 696 774 Robyn Cleland (Vice-President, Web Site Officer) 0418 244 176 John Ulrichsen (Secretary) 0417 116 400 Russell Broadbent (Treasurer) 0407 263 720 Ariane Mitchell (Committee member) 0420 958 996 Paul Coggan (Committee member) 0449 250 120
NSW Police (Jindabyne)	6456 2244 or 000
NSW Fire and Emergency Services	Winter- Perisher Valley: 6457 5037 or 000 Non-winter- Jindabyne: 6456 2476 or 000
NSW Rural Fire Service	1800 679 737 or 000
National Parks and Wildlife Service	Jindabyne (Snowy Region Visitor Centre)- 6450 5600 Perisher Valley- 6457 4444
Cooma District Hospital	6452 1333
NSW Roads and Maritime	General: 132 213 Road conditions: 131 700
Perisher	1300 655 822
Guthega Alpine Inn (Nick and Jenny Kennedy)	6457 5383

(Issued by) **Blue Cow Ski Club**

**PO Box 6080, O'Connor, ACT, 2602.
(There is no land-line telephone at the Lodge)**

Guthega Overnight Parking Permit

Driver

Vehicle registration number

Mobile telephone number

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Attachment C: Food and other supplies

BLUE COW SKI CLUB

Minimum Food Stock List - Winter 2012

BEVERAGES

Cocoa	1 Pkt
Coffee, plunger	4 Pkt
Coffee, instant	1 Jar
Coffee, decaf	1 Pkt
Ecco	1 Tin
Cordial, lime (Schweppes)	1 Bottle
Cordial, lemon (Schweppes)	1 Bottle

Cordial, orange	1 Container
Tea leaves	2 Pkt
Tea bags	50 bags

CEREALS

Cornflakes	2 Pkt
Special K	2 Pkt
Muesli	2 Pkt
Rolled Oats	2 Pkt
Weetbix	1 Pkt
Sultana Bran	1 Pkt

SOUPS

Individual serves, variety	10 Pkt
Larger serves, variety	7 Pkt

SPREADS

Honey	1 Jar
Jam	2 Jar
Marmalade	2 Jar
Peanut Butter	2 Jar
Vegemite	1 Jar

SUPPLIES

Toilet Paper	12 Rolls
Paper Towels	3 Rolls
Large garbage bags	2 Pkt
Kitchen Tidy bags	2 Pkt
Tissues	2 Pkt

PERISHABLES

Margarine	3 Containers
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COOKING INGREDIENTS

Flour, plain/corn/SR	1 Pkt
Olive oil	2 Containers
Vegetable oil	2 Containers
Spray on oil	1 Can

Pasta: Spaghetti	2 Pkt
Fettuccini	2 Pkt
Penne/shells etc	3 Pkt

Rice: Basmati	2 Pkt
Rice: long grain, white/brown	2 Pkt
Sugar: white/brown/icing	1 Pkt each
Custard powder	1 Pkt

CONDIMENTS

Chicken stock powder	1 Pkt
Curry powder	1 Tin
Chutney	1 Jar
Tomato sauce	2 Bottles
Mayonnaise	1 Container
Mustard English	1 Container
Mustard French	1 Container
Pepper Whole	1 Container
Salad dressing: French/Italian	1 Container each
Salt (Iodised)	1 Container
Tomato paste	5 Sachets
Worcestershire sauce	1 Bottle
Spices/herbs: Cinnamon	6 Sticks
Spices/herbs: Cloves	1 Container
Spices/herbs: Basil	1 Container
Vanilla	1 Bottle

**IF UNOPENED ITEMS ON THE PANTRY SHELVES DROP
TO THE MINIMUM QUANTITIES LISTED ABOVE, PLEASE
ADVISE THE FOOD OFFICER, SIMON SMITH ON
02 61615210 or jssmith@grapevine.com.au**