

HUT OPERATION - ON ARRIVAL AT LODGE

To turn taps and valves **OFF** (closed) - turn **CLOCKWISE**
To turn taps and valves **ON** (open) - turn **ANTI-CLOCKWISE**

- 1) Turn **ON** main power switch painted red on the switchboard in lounge beside the trophy cabinet.
- 2) Go downstairs to basement.
- 3) Turn **OFF** tap H - between lockers on end wall by pump.
- 4) Turn **OFF** tap B - by workbench.
- 5) Turn **ON** valve D- by workbench.
- 6) Turn **ON** valve C- between lockers on end wall by pump.
- 7) Turn **ON** pump switch - between lockers on end wall by pump.
- 8) Turn **OFF** all taps in basement - bathrooms, shower and toilet basins (behind doors) Remember lower taps in shower in room with wash tub.
- 9) Go upstairs to ground floor.
- 10) Turn **OFF** all kitchen taps, including drinking water filter.
- 11) In cupboard under staircase, in passage by lounge door, turn **OFF** valves O and P.
- 12) Turn pump switch **ON**.
- 13) Go to passage by bunkrooms 3 & 4.
- 14) Turn **OFF** both showers and taps of basins in shower rooms and toilets.
- 15) Go upstairs to top floor.
- 16) Turn **OFF** shower and taps of basins in shower room and toilet.
- 17) Empty all dehumidifiers. (usually located in drying room and TV room.)

NOTE:

If water is not flowing as expected shut down the water by following ON LEAVING LODGE procedure and reopen following ON ARRIVAL AT LODGE procedure. If still experiencing a problem call the WORKS OFFICER.

Drinking Water Filter Tap:

If the filtered drinking water does not flow –bleed the filter following the instructions on the inside of the cupboard door beneath the filter tap.

HUT OPERATIONS- ON LEAVING THE LODGE

To turn taps and valves **OFF** (closed) - turn CLOCKWISE
To turn taps and valves **ON** (open) - turn ANTI-CLOCKWISE

On leaving, turn taps on one turn only
Otherwise they may freeze open.

- 1) Go downstairs to basement.
- 2) Turn **OFF** pump switch - between lockers on end wall by pump.
- 3) Turn **OFF** valve C - between lockers on end wall by pump.
- 4) Turn **OFF** valve D -by workbench.
- 5) Turn **ON** tap B - by workbench, bleed into bucket and leave **ON**.
- 6) Turn **ON** tap H -between lockers on end wall by pump, bleed into bucket and leave **ON**.
- 7) Turn **ON** all taps in the basement and leave **ON**, showers, basins in showers and toilets, including lower taps in shower in room with wash tub.
- 8) Check outside basement door is locked.
- 9) Return upstairs to ground floor.
- 10) Turn **ON** all kitchen taps including filter tap, and leave on.
- 11) Empty sterilizer (instructions on the wall by sterilizer)
- 12) Go to cupboard under stairs by lounge door, turn **ON** valves O and P to drain-leave **ON**.
- 13) Turn pump switch **OFF**.
- 14) Go to passage by bunk rooms 3 & 4.
- 15) Turn **ON** and leave **ON** showers and taps to basins in shower rooms and toilets.
- 16) Go upstairs to top floor.
- 17) Turn **ON** and leave **ON** shower and taps to basins in shower room and toilet.
- 18) Turn **OFF** main power switch, painted **red** on switch board in lounge beside trophy cabinet.
- 19) Ensure all windows are locked and curtains closed.
- 20) Lock and bolt door onto the deck.
- 21) Open beer fridge door.
- 22) Ensure front door locks behind you.