

PERISHER HUETTE - START UP AND SHUT DOWN PROCEDURES.

ON ARRIVAL.

Entry

Entry is by the front (North Side) door under the verandah.

With the lodge in 'shut down' mode, this door is opened by the numeric key pad. **THE DOOR CODE IS** _____, then turn the knob anticlockwise to open the door.

Or if the door code does not work, use the key and once the door is open **immediately** disable the key entry feature by inserting the key in the lock (from the internal side of the door) and rotating it one full turn anticlockwise. Failure to do this can result in being locked out of the lodge if the key is left inside when you temporarily leave the lodge.

Once the key entry is disabled, entry is by the numeric key pad.

Lights and Power.

There is no need to touch the switchboards. All electrical circuits are normally left on with the exception of the kitchen master switch at the kitchen entrance, and one switch (A) in the plant room (off Games Room).

Hot Water

Hot water and space heating systems are located in the plant room.

Observe that there is a bank of 2 gas heaters on the southern wall and a bank of 5 identical gas heaters on the east wall.

Hot Water is provided by the five heater units on the east wall.

Turn on the feed pump (switch A), located on the eastern wall beneath the 5 water heater units

Water heaters will start up sequentially once hot water taps are turned on. Initially, it may take some time for hot water to reach distant outlets.

Space heating

Space heating is provided by the two heater units on the southern wall. The heating system is divided into 5 zones, as indicated by the relay box on the east wall.

Zone 1. Entire basement including drying room.

Zone 2. Lounge and Dining rooms.

Zone 3. Bedrooms downstairs old wing.

Zone 4. Bedrooms first floor new wing.

Zone 5. Bedrooms first floor old wing, including Manager's Flat.

Each zone is controlled by its own thermostat and timer clock.

Thermostats are to be found in the following locations:

Zone 1. Just inside the drying room doorway next to the push button light switch.

Zone 2. On the wall near steps leading down into the lounge room.

Zone 3. On the wall halfway along the downstairs old bedroom wing corridor.

Zone 4. On the wall halfway along the new bedroom wing corridor (above the lounge room).

Zone 5. On the wall halfway along the first floor old bedroom wing corridor.

On arrival, all thermostats should be found set at their minimum level "Frost" (indicated by a snowflake symbol), which shuts the zone down.

Note also that the system will only switch on within the pre-set periods determined by the timer clocks, early morning and late afternoon to late evening. Do **not** attempt to alter the timer clocks.

To activate the space heating system:

- Decide which zones of the lodge are to be occupied.
- Set the thermostats in each desired zone to a maximum of 18 degrees.
- Ensure that the control valves on the appropriate radiator units in the occupied zones of the lodge are turned on (anti-clockwise).
- Adjacent to the timer clock in the plant room there is a clear plastic box containing 5 relays and LEDs one for each zone, which are marked on the box. As each zone comes into operation, during the pre-set times specified above, the appropriate LED will light. This confirms that the system for that zone is in operation.

Troubleshooting: If, after following the above instructions, and it is within one of the pre-set heating periods, the heating system does not operate, then

Check that the switch for the hydronic heater pump and the switches for all zone pumps are on (on is down) These pumps and switches are located on the southern plant room wall under the 2 gas heaters and are labeled zone1, zone 2, etc. These pumps should always be left plugged in and switched on, even when vacating the Lodge, as they will only operate at the command of the timer clock and zone thermostats.

Jetmaster Gas Heater in the Lounge room: This heater operates independently of the timed and thermostatically controlled space heating. See separate operating instructions.

Kitchen:

Turn on the kitchen master switch (top switch at the kitchen entry). This provides power to all the built-in electrical appliances (refrigerator, ovens etc.)

Check that garbage bags are in both bins (spare bags in the drawer beneath the broom cupboard at the kitchen entrance).

The Zip boiling water unit should be purged before being used the first time, by turning on the hot lever and allowing the first 15 secs. of water to drain. The unit delivers hot water in 15 second intervals.

Dishwasher instructions are separate.

Fire Alarm. Should the fire alarm be activated check to see if there is a fire. The fire brigade will be alerted even if it is a false alarm. The bell and sirens may be stopped by opening the door of the fire control panel. If it is a false alarm contact Perisher Valley Fire Station 64575037 or 000 to advise of the false alarm. The fire brigade will come to reset the alarm system. Each smoke and heat detector throughout the Lodge has an LED. The LED in the detector which set off the alarm will remain alight until the alarm system is reset. This should be noted as it may need cleaning or replacement.

- **Any Questions? Phone Leon Smith, (02)9451-2917.**

ON DEPARTURE

Dishwasher emptied and pumped out (see separate instructions).

Refrigerator and Freezer doors to be propped open.

Replace garbage bags in the 2 bins.

Turn off the kitchen master switch.

All garbage, bottles, paper etc. to be taken to the garbage dump bins at the depot behind the ambulance station. Turn right at the access road to the Ambulance and Fire Stations and follow the road up the hill to the garbage depot.

All lights to be turned off (but exit lights will stay on). Particularly check the lights in the plant room.

When vacating the lodge all internal doors throughout the lodge should be closed. This is necessary as a fire safety precaution.

All windows and external doors to be closed and locked. (Windows best checked from outside.).

Double check that the door to the verandah is firmly closed against its sealing gasket, and locked. Give this door a firm tug to confirm that it is properly latched.

Heater radiator valves in formally occupied zones to be turned off (clockwise) Check that valves in ALL zones are off.

ENSURE THAT ALL THERMOSTATS ARE LEFT AT THEIR MINIMUM (FROST) SETTING, even check the unoccupied zones. THIS IS MOST IMPORTANT. Failure to do this will mean that the space heaters will continue to operate whilst the Lodge is unoccupied and cost a fortune in wasted gas.

Finally

- Close the front door. This should only be key locked if advised by the booking officer.
- Ensure that all other external doors are locked (particularly check the external laundry door).
- **DID YOU TURN DOWN ALL THE THERMOSTATS (don't forget the Drying Room) TO "FROST" (SNOW CRYSTAL)?**

KEYS: Please return keys to the issuing officer.

Travel safely and please come again.