

KVSC Lodge

Information booklet

2023-2024



Kiewa Valley Ski club Pty Ltd ABN: 13 077 184 751

5 Falls Creek Rd Falls Creek Victoria 3699

Lodge telephone: 03 5758 3417

www.kvsc.com.au

kvsc.booking@gmail.com

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Contents

| | |
|---|----|
| KVSC Lodge..... | 1 |
| Information booklet..... | 1 |
| Kiewa Valley Ski club Pty Ltd ABN: 13 077 184 751..... | 1 |
| 5 Falls Creek Rd Falls Creek Victoria 3699..... | 1 |
| About us..... | 3 |
| Expectations..... | 4 |
| What to bring..... | 6 |
| In the winter..... | 7 |
| In the summer..... | 9 |
| Security..... | 10 |
| First aid / medical assistance..... | 11 |
| Stores..... | 13 |
| Kitchen..... | 14 |
| Arriving & departing..... | 15 |
| Tobogganing..... | 16 |
| Contacts and Board of Directors..... | 16 |
| Example of stores provided (may be varied at any time)..... | 17 |
| Where's the loo paper?..... | 20 |
| FIRE ORDERS..... | 21 |
| MOVING OUT CHECKLIST..... | 22 |

Welcome to our Lodge

About us

Welcome to Kiewa Valley Ski Club. (KVSC), an all-year round alpine lodge. One of the first ski clubs to be established in Falls Creek, our club has been an integral part of the picturesque alpine village of Falls Creek for more than 70 years. Founded by predominantly local farming families from Victoria's Kiewa Valley region in 1952, the lodge site was selected for its fabulous view up the Kiewa Valley.

Now in the third generation of membership, KVSC still has a strong club ethos, and welcomes guests of members to our 'home away from home' in Victoria's high country where the alpine climate provides both relief from the heat of the plains in summer and invigorating snow sports in winter.

The Lodge accommodates a maximum of 28 people at any one time in a variety of room sizes and configurations. Lodge guests share all facilities (lounge, kitchen, bathrooms, laundry etc.) so we encourage you to be open and welcoming, accommodating and respectful. We rely on the good nature of our members and their guests to ensure that everyone has a harmonious time while in residence.

There is no Lodge caretaker, so we rely on the goodwill of members and guests to ensure that our Lodge is kept clean during your stay and cleaned thoroughly on your departure.

The lodge is owned by 72 members. Each membership accommodates the shareholder and their nominated partner. Their children are also covered by the membership up until they turn 21 years of age.

The club is managed and maintained by a group of volunteer Board and committee members.

Membership opportunities occasionally arise, if you are interested in a membership contact Ann Kemp akemp@huntingtongroup.com.au

Expectations

- **While the COVID-19 Pandemic has been declared no longer a Public Health Emergency of International Concern (PHEIC) (The World Health Organisation, 2023) by the World Health Organisation, the Board of Directors and members strongly urge all guests to comply with KVSC's COVID-19 plan and State directives, as communicated by the bookings officer or the Victorian Government prior and any time during your stay. Non-compliance with these directives could jeopardise the viability of KVSC. Non-Victorian resident need to stay up to date with their home State Health health directives as appropriate.**
- Please introduce yourself and members of your group. Be welcoming of others in the Lodge. Settle into the couch and get to know each other.
- In the absence of a caretaker the onus is on members collectively to take responsibility for issues like cleaning, stores ordering and writing up bed allocations on the white board.
- We are a family club that welcomes children, let your kids have fun but please ensure they are respectful to others, the lodge and its equipment. In particular please supervise young children playing in the downstairs lounge room as we have had some unreported damage to the table tennis equipment and the pool table.
- You will be sharing bathrooms, the drying room, laundry, kitchen and lounge room facilities, so please be tidy, flexible and respectful.
- Please avoid storing food in your room and do not leave alcohol out on tables or benches. Personal stores and supplies can be kept in your allocated room-specific cupboard (located under the kitchen bench) or in your room-specific fridge shelf. There is also a fridge and freezer located in the laundry for overflow. Please ensure you remove / take all of your unused personal stores and supplies when you leave.
- Tidy up before going out during the day or going to bed at night. Don't leave anything for 'someone else' to clean up or put away.
- Please be courteous to others by keeping noise levels down, particularly early in the morning and late at night when others may still be sleeping.
- Be mindful of your health and the health of others. Please practice good hand hygiene and if you or a family member are unwell please leave the Lodge.

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- **When on the outside deck, please supervise children at all times.**
- Please **don't move the pool table**, it has been levelled in place as it has a slate base, making it very heavy and also liable to cracking if moved.
- On arrival, please familiarise yourself with the fire evacuation guide on the back of your bedroom door. Evidence suggests that house fires are caused by small mistakes that have big consequences. In particular, please take care in the kitchen and take care with personal electronic devices, especially while charging. Call **000** in the case of a fire emergency.
- **If using electric blankets, turn them off when not in use and double check when vacating the lodge that they have been unplugged.**
- Please report all damage or breakages to kvsc.booking@gmail.com.au so this can be advised to the Maintenance Officer and repairs can be made effectively. Please don't leave it for someone else to find and resolve.
- Our lease agreement and insurance policies stipulate that we must only provide overnight accommodation to a maximum of 28 persons. Please complete a booking request for all last-minute guest changes and stick to the 28-guest limit.
- Everyone attending the lodge on holidays please play your part in attending to small jobs that support communal living. For example, emptying bins, restocking loo paper, clearing snow from exits etc.
- We are part of the Falls Creek community and have the honourable distinction of having been a constant **presence on the mountain for 62 years**. We enjoy very good relations with our neighbours, in particular Cooroona at the rear, Winterhaven (the home of Chop House) next door and Diana Lodge across the road. Take the time to say hello to people as you move around the Village.
- Members, please ensure your guests are 'briefed' thoroughly and that everyone's guests are warmly welcomed at the Lodge. If you have booked guests who are staying at the Lodge without you, it is imperative that you liaise with the Booking Officer (via kvsc.booking@gmail.com.au) so that you can ask another member in residence to act as host for your guests. You still remain entirely responsible for your guests during their stay, but we want them to feel as welcome and as included in Lodge life as possible.

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What to bring

- Single bed sheets, pillow, and single bed doona cover to go over covers already on doonas. Or bring a sleeping bag and a bottom single bed sheet. For hygiene, sleeping bags are not to be used without a bottom sheet. Bring a doona cover if you think you will still use the doona.
- Towel and personal toiletries.
- Inside comfortable shoes. Don't wear outside shoes inside the Lodge.
- Fresh food. Eggs and potatoes are supplied in Winter only. See section on stores for what is generally available in the Lodge. The Foodworks supermarket is well stocked during Winter season.
- Consider bringing books to read, family games (there are some supplied in the games cupboard) knitting or that new or favourite recipe you want to cook.
- Depending on when you visit, bring a bicycle to explore the mountain bike tracks, fishing gear or your hiking boots.
- Don't forget to bring a camera if you're up for more than pictures from your phone.

In the winter

- Please clean snow off skis / boards before bringing them inside via the wet entrance.
- Please ensure the emergency exit doors from the bike room (St Trinian's side) and from the rear of the uppermost floor are kept clear of built-up snow for safety. The second bike room exit door on the Winterhaven side is for summer use only.
- Make use of the shovels, the baggage sled and the snowshoes but ensure they are returned to the Lodge.
- Ensure wet clothing is hung in the drying room and not in bedrooms or around the Lodge. The drying room has ample space to hang clothes, utilise the purpose-built boot drying rack and there is plenty of mesh shelving (for gloves, helmets, hats, scarves etc.). To avoid the heaters cutting out and a fire hazard, please do not hang items over the heater in the drying room.
- You are welcome to utilise the shared laundry facilities. If using the drying room to dry washing, please be respectful of how and where you hang your washing so to not overcrowd the drying room.
- Snow fights outside the Lodge are good fun and when supervised judiciously, can be great entertainment and exercise for young and old. Please keep them outside, away from doors and windows and never 'bomb' unsuspecting and often weary villagers on the road below the Lodge.
- **Be mindful of children not playing under the eaves of the building and other buildings.** Large amounts of snow can drop having catastrophic effects to those underneath.
- A village shuttle operates in the Village throughout winter. Look out for the yellow shuttle signs with the closest shuttle stop being near Winterhaven.

Heating

- There is a gas heater in the upstairs lounge room. **The control switch for this heater is located above the glassware cabinet in the entry to the kitchen.** It is located there for the purpose of thermostat control so please do not move it. To operate the heater simply turn it on or off. **Please do not alter any of the settings.**
- There is a fire guard to protect young children from hurting themselves on the fire. If this is not already in place it can be found in the bike storage room.

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- There is a heater downstairs in the games / lounge room, this heater is on a timer so please do not turn it on and off.
- Do not adjust the heaters in the drying room. They are on timers.

In the summer

- KVSC has a bushfire policy that is distributed to all guests during fire season. Due to the geographical and isolated location of the Lodge, please take this very seriously.
- To ensure fire vehicle access in the case of a fire, Falls Creek Resort Management set strict parking restrictions in the Village therefore please ensure you abide by the parking restrictions / signage out the front of the Lodge.
- For dry and secure storage of your bikes, a bike room is available at the back of the middle level of the Lodge. Help yourself to tools and the hose to wash your bike outside the bike room. The bike room is a great spot for bike gear and cool storage **BUT** a clear path to the emergency exit must be provided at all times.
- Please down load the VicEmergency app to your mobile phone. You can set it to receive all emergency advice/warnings for your location at Falls Creek (or throughout Victoria)

Security

- It is vital that our two entrance doors are kept locked and shut at all times. The front door opens into the carpeted entrance hall. Further along the steel walkway, is the 'wet' entrance, opening into the ski room. **PLEASE USE THE WET ENTRANCE when returning to the Lodge and at any time when your footwear is wet and / or dirty.**
- The door alarm will activate if the entrance doors (front and wet) or the emergency exit doors (of which there are 3) are left open for more than a few minutes. Lights in the hallway, next to the main lounge doorway, will indicate which door has been left open. The emergency exit doors from the bike room (there are 2) and from the rear of the uppermost floor, are only for emergency use.
- Entrance is via a keypad at both front entrance doors. **Please note, once doors are unlocked via keypad, simply push the door open. DO NOT PULL HANDLE LEVER DOWN.**
- The keypad code is changed regularly, and the Bookings Officer will email you if it is changed during your stay. Ensure all members of your group, including children, know the code and how to operate the keypad.
- There is an intercom at both front doors. Both front doors can be opened remotely once you have answered the intercom call. (NB: These require re-wiring due to 2022 building works and the landslide. This may not be completed for Winter 2023)



First aid / medical assistance

- **Before travelling to Falls Creek, check you have up to date ambulance coverage for everyone in your group. Check you have ample supplies of any regular medications. There is no pharmacy in Falls Creek.**
- **In an emergency dial 000.**
- A First Aid Kit is located in the kitchen. It is on top shelf of the pantry. Please contact the Booking Officer via kvsc.booking@gmail.com.au if the first aid kit needs more supplies.
- **PLEASE NOTE CHANGES TO MEDICAL CENTRE SERVICES FOR 2023**
- **There will be no afterhours medical support available.**
- **The Falls Creek Medical centre will not see anyone who potentially has COVID. You will need to make your own private arrangements to leave the mountain or, if urgent, call for an ambulance..**
- **Alternatives include :**
 - **the Victorian Virtual Emergency Department (VVED) for non-life threatening emergencies. See: [Home - Victorian Virtual Emergency Department \(vved.org.au\)](http://vved.org.au).**
 - **Nurse on Call 1300 60 60 24. Connects you to a Registered Nurse. Operates 24 hours, seven days per week.**
- During the official snow season, the Falls Creek Medical Centre (FCMC) is open for urgent care and you can book a consult with one of the friendly General Practitioners. For appointments call the FCMC on **(03) 5758 3238**. Fees are associated with all consults at FCMC. Minimum fee is \$155. Maximum fee will be \$540 – (includes crutches and /or splint. There is 24 hour urgent care at Mount Beauty Hospital, where there is always a nurse on shift and an on-call doctor is available if needed. Call ahead to contact the hospital on **(03)5754 3500**. Fees may apply.
- The closest emergency departments are located at Albury Wodonga Health at either Albury Base Hospital (Borella Road, Albury) or Wodonga Hospital (71 Vermont Street, Wodonga).
- FCMC has some medications but supplies can be limited and expensive. The closest **pharmacy is located in Mount Beauty (03) 5754 4224**.
- In the case of a tumble, it is a good idea to add Ski Patrol's and Bike Patrol's numbers into your phone:

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Ski Patrol (03) 5758 1288

Bike Patrol (03) 5758 1200

- The Lodge does not have a Defibrillator (AED), the closest one is located at the public toilets in the Village Bowl and at the Falls Creek Resort Management Office, 1 Slalom Street (03)5758 1200.

Stores

The Lodge has a comprehensive supply of dry stores as well as eggs and potatoes during the winter months (refer full listing in this booklet). Stores are located in:

- The majority of dry stores are located in the kitchen, either in the large cupboard next to the ovens, cupboards under the central bench or cupboards under the kettle / coffee machine area.
- Do not open a new packet until you have checked no others are currently opened.
- Eggs and potatoes are stored in the bike room (in labelled containers).
- Toilet paper, brooms and mops are located in the cupboard on the top level opposite the bathrooms.
- There are 'in-use' cleaning products (hand soaps, dishwashing liquids, general cleaning products) located under the kitchen sinks and in bathroom cupboards. Additional cleaning products are located in the bike room (in labelled cupboards) and in the new cleaning cupboard next to bathroom in the locker room.
- Liquid hand soap, dishwashing liquid and a general cleaner (in concentrated form) have been purchased in bulk. **Please re-fill containers, don't throw them out when empty. A set of funnels has been provided to make this easy. Also remember to dilute the general cleaner with water!**

To order stores, send an email to kvsc.booking@gmail.com.au. Please order before the last of an item is used. There is no 'urgent' delivery option available but the Falls Creek Foodworks is often open if you cannot wait for supplies to arrive. In the busy periods please conduct a stocktake of all food, toilet and cleaning supplies.

If you are staying at the Lodge and a stores delivery arrives, please bring the delivery in and if practical unpack the stores.

Kitchen

- **Waste:** Please ensure waste is distributed between the general, recycling and compost bins. Bin specific bags are provided under the sink. Please place all food scraps, including meat, in the compost bin (not in the rubbish bin).
- Full bags of rubbish must be taken down and placed in the little hut on the road out the front of the Lodge.
- **Coffee:** Help yourself to the coffee machine. The instructions are next to the machine and also located in this booklet. Bring your own beans and clean after use.
- **Frozen goods:** There is a freezer located in the laundry room on the lower level of the Lodge.
- **Dishwasher:** Please follow the dishwasher instructions included in this booklet. All dishes must be cleaned and put away before retiring to bed.
- **BBQ:** The BBQ on the deck can be used all seasons, it is connected to the Lodge gas supply so you do not need to organise its gas supply. Please clean the BBQ after each and every use so that it is fresh for the next person who uses it.
- The kitchen is well set up. It has two large stoves, each with 5 burners and spacious electric ovens. There is a microwave, rice cooker, toasters, sandwich toaster, coffee plunger (bring own ground coffee) and an espresso machine with grinder (bring your own beans).
- Always be mindful to clean up after yourself so that others can also use the amenities. Ensure after every meal that all your used equipment, crockery and cutlery has been cleaned, dried and put away. Do not leave it for others to do. The kitchen is to be left clean and tidy each night. Remind your guests of their responsibilities.

Arriving & departing

We have a **2pm arrival** (check-in) time and a **12noon departure** (check-out) time.

Please ensure that you acknowledge any specific COVID-19 check-in requirements as communicated by your booking officer to members who are responsible for your booking.

Please note that the 'luggage room' is not currently available for use. It is currently safely storing bedding items that are not in use due to the on-going risk of COVID infection.

We understand that on your day of departure you may want to hit the slopes or trails before heading off. Out of courtesy to incoming guests please ensure that you complete all your cleaning duties and move all of your luggage and other belongings (including unused personal stores etc.) before heading out for that last blast.

On your day of arrival, you can access the Lodge from 2pm. There is no facility or room to store your luggage before then.

A village accommodation transfer service is available for pick up and drop off. You are able to book 24 hours in advance by calling (03) 5758 1203 or just turn up and they will arrange your transfer. *Please be mindful of the fact that these vehicles are not able to turn around in the space directly in front of the Lodge, so please accept that drivers will drop you off or pick you up from Falls Creek Road (still outside of the Lodge) only.*

If you prefer the work out of carting your luggage to and from the Lodge yourself, please feel free to use the large sleds available in the wet room (when there is snow on the roads only). Sleds must be returned to the lodge after use.

There is a lost property basket in the locker room, if you leave something behind and need it returned urgently please email kvsc.booking@gmail.com.au

Tobogganing

Bookings are required for tobogganing and is limited to maximum of 50 users at a time. [Tobogganing - Falls Creek Alpine Resort](#).

<https://www.falls creek.com.au/tobogganing/>

Contacts and Board of Directors

For all enquiries about your booking, stores or anything non urgent please email kvsc.booking@gmail.com.au

If your enquiry is more pressing, please contact the Chair or vice chair of the Board:

Julyan Howard, Chairperson 0429 172 033 or julyanhoward@gmail.com

Hugh Watson, Vice Chairperson 0408 050 123 or hugh.watson@bigpond.com

OR

Other directors:

Elle Casey - Secretary

Bridget Doyle – Booking Officer

Andrew Evans

Greg Lang

Margot Macleod - Treasurer

Relax and enjoy your stay!

Example of stores provided (may be varied at any time)

| | Item |
|----------------------|------------------------------------|
| Baking | Baking powder |
| | Bi-carb soda |
| | Cocoa |
| | Dessicated coconut |
| | Plain flour |
| | SR flour |
| | Corn (maize) flour |
| | Golden syrup |
| | Vanilla essence |
| | Icing sugar |
| | Sugar white |
| | Sugar raw |
| | Sugar brown |
| | Sugar icing |
| Canned food | Corn kernals |
| | Apricot halves |
| | Peach slices |
| | Pear halves |
| | Fruit salad/two fruit |
| | Pineapple slices |
| | Tomates canned |
| | Pie apple |
| | Baked beans |
| | Cereal |
| Cornflakes | |
| Cornflakes bulk pack | |
| Nutrigrain bulk | |
| Natural mueslie | |
| Oat Temptations | |
| Quick Oats | |
| Sultana Bran | |
| Just Right | |
| Weetbix | |
| Condiments | Instant coffee (don't buy in bulk) |
| | Salt in grinder |
| | Black pepper in grinder |
| | Teabags |
| | Honey |
| | Blackberry jam |

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| | Raspberry jam |
| | Strawberry jam |
| | Marmalade |
| | Vegemite |
| | Peanut butter |
| | Tomato sauce (ketchup) |
| | BBQ sauce |
| | Mustard: seedy, Dijon |
| | Cooking oil (spray) |
| | Canola oil |
| | Extra virgin olive oil |
| | White wine vinegar |
| | Red wine vinegar |
| | Balsamic vinegar |
| | Cooking salt |
| | Chicken Stock cubes |
| | Beef Stock cubes |
| | Vegetable stock cubes |
| | Sweet Chilli sauce |
| Crackers | Salada |
| | Jatz Clix |
| | Water biscuits |
| | Country Cheese |
| Fresh food | eggs (only supplied for Winter season) potatoes (only supplied for winter season) |
| Instant meals | Two minute noodles, various Single serve instant pasta Single serve meal (rice/pasta) Basmati Rice long grain |
| Pasta | Fettucine/Penne/Shells Bottled pasta sauce, various Lasagne sheets Spaghetti |
| Kitchen | Aluminium foil Can opener Clingwrap - bulk Electric hand mixer Multibake paper bulk Pizza Trays Large oven bags |
| Cleaning | Handsanitser Sanitol |

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| | Toilet Paper |
| | Washable microfibre cleaning cloths |
| | Air freshener |
| | Dishwashing brushes |
| | Chux super wipes bulk roll |
| | Squeegee - 1 per bathroom shower |
| | Multipurpose cleaning 'Lemon?' |
| | Oven cleaner |
| | Loo cleaner |
| | Sugar soap |
| | Dishwashing liquid |
| | Dishwashing liquid bulk |
| | Rubber gloves, large and medium sizes |
| | Insect spray |
| | Mops |
| | Replacement mop heads |
| | Rubbish bin liners black |
| | Recycle bin liners |
| | Green bin liners |
| | scourers |
| | Viroclean |
| | Viroclean bulk |
| | Stainless Steel Polish |
| | Paper towel for cleaning |
| | Laundry detergent |
| HOBART DISHWASHER | Bulk cleaner (clear) |
| | Bulk liquid drying agent (blue) |
| Crockery | Dinner plates, white & pink |
| | Pasta bowls, |
| | Small dessert bowls |
| | Smaller pink bowls |
| | Bread plates, white & pink |
| | Stoneware pasta bowls |
| | Stoneware pasta serving bowls, Large |
| Drinking glasses | Water glassed, plastic |
| | Wine |
| | Beer |
| | Water. |
| | Plastic cups |
| | Plastic mugs |
| | Glass mugs |
| | China mugs |
| | Sugar bowls |
| Miscellaneous | Can opener |

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| | Cork screws |
| Stationery | writing pad pens/pencils |
| BBQ | BBQ drip tray absorbent BBQ cleaning spray BBQ scrubbing brush BBQ wipes matches |
| Bed linen | mattress protectors pillow protectors doonas |
| First aid | First Aid kit – top shelf kitchen pantry Dettol |

Where's the loo paper?

In the cupboard on top floor next to Room 6.

FIRE ORDERS

On arrival at the Lodge:

- Locate Fire Alarm Panel and read instructions regarding the Lodge's three (3) fire systems.
- Nominate Fire Warden(s) for duration of your stay.
- Familiarise yourself with location of emergency exits, break glass fire alarms, fire extinguishers and fire hose.

EMERGENCY FIRE PROCEDURE

- **If you see or smell smoke or flames, raise the alarm and prepare to evacuate.**
- **If the fire alarm sounds, raise the alarm and prepare to evacuate.**
- **CALL 000 to report the fire / alarm and give location:**
 - **Kiewa Valley Ski Club, 5 Falls Creek Road, Falls Creek 3699**
- **If there is a fire, leave the building via the closest exit or safe route. Check any rooms as you leave to warn others.**
- **Shut any doors behind you if you know the room is empty of people but do not lock.**
- **Assist any person in danger if it is safe for you to do so.**
- **Obey instructions from your fire warden or Lodge Member.**
- **Assemble at the evacuation point:**
 - **In front of Yogi's Ski Hire, 8 Falls Creek Road, approximately 50m up hill on Falls Creek Road from the Lodge.**
- **Do not leave evacuation area until advised it is safe to do so.**
- **If a false alarm is suspected, the alarm sound may be silenced. Emergency fire personnel still need to attend to check for possible hidden fire and only they can re-set alarm panel.**

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MOVING OUT CHECKLIST

Rooms to be vacated by 12.00pm, lodge clean by 2.00pm.

| | |
|--|---|
| Bedrooms | Doonas rolled back |
| | Electric blankets and lamps (if present) turned off and unplugged |
| | Windows closed and secured |
| | Window shades down |
| | Shelves wiped |
| | Floor vacuumed – including under beds /bunks |
| | Lights off |
| Hallways | Floor vacuumed |
| | Exit doors locked. Ensure that snow has been cleared during winter |
| | Bins emptied |
| | Lights off |
| Toilets next to lockers and on kitchen level | Cleaned and lid down |
| | Bins emptied |
| | Floors swept /vacuumed and mopped |
| | Paper supply replenished |
| | Door closed |
| Showers next to lockers and on kitchen level | Clean vinyl shower walls and floor. |
| | Lift drain cover and clean out drain |
| | Clean glass shower panel/door and dry with squidgee |
| | Dispose of waste soap piece. Remove all toiletry bottles |
| | Floors swept and mopped. |
| | Door closed |
| Kitchen | Kettles, toasters, sandwich makers cleaned and unplugged. Toaster crumb tray emptied and cleaned, |
| | Microwave cleaned - including inside walls and 'ceiling' |

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| | Benches and all surfaces wiped clean |
| | Sinks cleaned and dried. |
| | Drying racks emptied. All crockery, glassware, cooking utensils put away. |
| | Dishwasher cleaned and turned off. (Leave on if other members/guests staying on) |
| | Ovens cleaned. Cooktops cleaned. Turn off at wall switch if last to leave Lodge. |
| | Fridge cleaned including drip tray. Leave on during winter season. Turned off, door propped open if last to leave. |
| | Window sills wiped. |
| | Floors swept/vacuumed and mopped |
| | All bins emptied; new bags inserted. Full bags tied by their 'ears' and placed in grey rubbish collection shed near bottom of driveway on Falls Creek Road. |
| Veranda and deck | During winter, regularly clear snow off the deck, being careful of snow coming off the roof. |
| | Clean BBQ. Do not put any BBQ pieces through the dishwasher as it is corrosive. Hot soapy water works well. |
| | Secure BBQ and turn off gas supply |
| | Flyscreen and glass doors closed and locked. |
| | Lights off. |
| Dining and lounge area on kitchen level | Tables and chairs wiped down |
| | Window sills wiped down |
| | Floor vacuumed – including moving and vacuuming underneath/behind couches. |
| | Furniture straightened, dining chairs under tables. |
| | In date magazines stacked. Old magazines and newspapers into recycling. |
| | Games packed away neatly in games cupboard |
| | Window closed |
| | Windows cleaned. |

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| | Heater switched off at remote control on wall. Depending on weather and lodge temperature, heater can stay on during winter if other members / guests are present |
| Ski room | Floor swept / vacuumed. |
| | Furniture straightened. |
| | Bins emptied, clean bin bags placed in bins. |
| Drying room | Floor swept / vacuumed. |
| | Coat hangers picked up. |
| | Unclaimed items into lost property. |
| | Turn off both heaters – except during winter when they remain on their timers |
| Locker room, laundry | Washing machine unplugged, water taps off |
| | Fridge emptied, cleaned, turned off, unplugged and door propped open. Leave on in winter. |
| | Freezer emptied, cleaned, turned off, unplugged and with door propped open. Leave on in winter. |
| | Lights off |
| Downstairs lounge, table tennis / pool room | IMPORTANT: Vacuum the filter at base of the gas heater. |
| | Turn off heater. During winter leave it on. |
| | Table tennis and pool equipment tidied and put away. NB You need to bring your own pool cues. |
| | And damage to table tennis gear reported so it can be replaced. |
| | Window sills and shelves dusted. |
| | Floors vacuumed, including moving chairs to clean under and behind |
| | Furniture straightened |
| | Radio / sound system unplugged |
| | Windows secured and cleaned. |
| | Lights off |
| Exits | During winter ensure exits are clear of snow |
| | Doors secured |

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| | External lights turned off |
|--|----------------------------|