



HUT RULES

- There are not many do's and don'ts, so these few hints which follow really are important. Observe them and not only will your stay be more pleasurable, but you will ensure the happy arrival of the group who follow you.
- Damages and shortages should be noted on the HUT REPORT AND MAINTENANCE REQUEST (now available online) or sent to Yngve Amundsen, yngve.amundsen@dnv.com

Maintenance enquiries –

Paul Burgess 0417 491 930 or Rolf Svensen 0407 259 101

FIRE HOSES are located at front entries, basement exits and end of T2 verandah. Ensure you are familiar with location of all fire hoses, extinguishers and fire blankets. Ensure everyone is aware of safety exits.

A fire alarm system has been installed in both huts. Should the alarm go off, quickly vacate the lodge and once certain that there is no danger, turn the alarm off by pressing **External Bell isolate** and **Warning System isolate**. Full details of how to reset the alarm are next to the alarm panel in each lodge.

EXIT doors **MUST** be cleared of snow at all times. Verandahs to be cleared of snow.

ALL DOORS & WINDOWS must be **CLOSED** when you vacate the lodge. **THIS IS A FIRE REGULATION AND MUST BE ADHERED TO.**

- We have an environmental Management Plan and are part of a required NSW PWS Environmental Strategy Plan. The plan addresses various conservation strategies; 1) Energy Use, 2) Water Use 3) Waste Management 4) Recycling etc. So please use water wisely, turn off lights when not in use and use the recycling facilities provided.
- Please ensure that when you use the washing machine you do a full load and always use the **QUICK WASH** option. Instruction books are located in a draw in the kitchen. Also run dishwasher when there is a full load.

Rubbish bags are provided (located in Garbage Room) and should be placed in the far end of the T1 woodshed for collection on most days.

- Bottles, cans, cardboard, green waste to be placed in the appropriate recycling bags and deposited in the far end of the T1 woodshed for collection.
- FIREPLACE AND SAUNA FIREBOX – Clean, reset the fire place and sauna as when you arrived, cut kindling, placing ash in **STEEL** buckets from ash room in T1 woodshed. Place ashes in steel garbage bins .
- CLEANING - Dust surfaces and furniture, sweep hard floors and mop with damp mop. Vacuum all carpets. Tidy woodshed.
- BATHROOM sinks, showers and toilets - clean thoroughly. Bathroom and sauna floors to be swept and mopped.
- BEDROOMS- Leave doonas flat on beds, fold blankets and return to cupboards.
- REFRIGERATORS AND FREEZERS - empty, wipe out and leave open.
- STOVE - clean oven, grill and stovetop thoroughly.
- Refer to appendix A for detailed cleaning instructions.

• **ON VACATING THE LODGE.....ELECTRICITY MUST BE TURNED OFF !!**

- Main switch for T2 located on the left hand side when you enter the front door. There is only one switch that needs to be turned off.
- The Main switch for T1 is located next to phone in entry foyer of T1.

• MAKE SURE THAT ALL DOORS AND WINDOWS ARE CLOSED

As we do our own maintenance, we pride ourselves on the condition and cleanliness of
TELEMARK.

Please treat the hut with care, and enjoy.

EMERGENCY MEDICAL AFTER HOURS – PHONE 000. (It does not have to be for a critical illness).

IF YOU DECIDE TO USE AND PAY FOR EXTERNAL PROFESSIONAL CLEANERS ONLY ONE CAN BE USED: CONTACT NUMBER IS: 0412452573. LODGE BOOKING RESPONSIBLE PERSON NEEDS TO STAY BACK UNTIL CLEANING IS COMPLETE TO ENSURE LODGE IS PRESENTABLE FOR NEXT RESIDENTS, WINDOWS CLOSED AND ELECTRICITY IS TURNED OFF ETC.

APPENDIX A: Cleaning Instructions in Detail.

General Cleaning Checklist for Lodge Areas

Area	Items to Clean
General	Doorknobs/surfaces, Fans and lamp chains, Garbage and recycling bins, Hairdryers, Hanging space, Ironing boards and irons, Keys/keypads, Laundry – sinks, washers, storage, Light switches/pulls, Railings, Tabletops, Thermostats/heaters, Window sills and window handles, Vacuum cleaners, Washer/dryer units
Kitchen	All utensils, appliances, pots/pans, Cabinet handles and pulls, Doorknobs, Dishwashers, Condiments: oil, salt and pepper shakers, commonly used spices and containers, Kitchenware that isn't dishwasher safe, Sinks, benchtops, Ovens/ microwaves, Fridges – handles, internal areas, Window sills and window handles
Bathrooms	Shower curtains/doors, Showers and tubs, Sinks, Tap handles and spouts, Toilets, Window sills and window handles

Dining	Doorknobs, Railings, Lamp chains/switches, Light switches/pulls, Tabletops/seats, Window sills and window handles
Lounge	Doorknobs, Railings, Lamp chains/switches, Light switches/pulls, Lounges especially arm rests, Tabletops, Window sills and window handles
Bedrooms	Hangers and luggage racks, Bedheads/foot, Nightstands/side tables, Cupboards/dressers, Bedding – doonas, pillows, linen, Window sills and window handles
Woodshed	Wood chopping equipment
Sauna	Benches, operating switches, hose