

**Weekly Report for Club Captains**

It is the Club Captain’s responsibility to ensure that Members and Guests respect the Club’s property.

Name:

Week beginning:

Dear Member

Thank you for being our Club Captain during your upcoming stay at the Lodge.

**ALL YOUR FORMS MUST BE RETURNED BY EMAIL** **directors@alexandraskiclub.com.au** **OR POST TO THE BOOKING SECRETARY WITHIN THE FIRST TWO DAYS OF YOUR RETURN**.

Any comments from the occupants during this week would be much appreciated. I hope the snow is deep and the weather fine and, again, thank you for taking on the role of Club Captain.

Kind regards

Stephen Shirley

**Chair**

**Directors**

Stephen Shirley – Mobile 0418 464 871

Tim Dowsett – Mobile 0421 054 550

Kirrily Pollock – Mobile 0402 232 091

Angus Cooper – Mobile 0404 913 099

Tim Waugh – Mobile 0481 354 373

**IMPORTANT INFORMATION**

Under the terms of the Club’s lease with National Parks & Wildlife (NPWS),

on-site visits and inspections of the Club’s Accommodation Book may take place during the winter season. The Booking Secretary will receive up to 48 hours notice of a planned inspection, and he then will notify the weekly Club Captain.

Entries in the Accommodation Book will be reconciled with the planned, weekly accommodation list and room allocation provided by the Booking Secretary to each weekly Club Captain. The Club’s lease allows for seventeen (17) persons to be in residence at any one time.

Let's keep connected.....Upload your photos and stories on our Facebook page <https://www.facebook.com/AlexandraSkiClub/>

Alternatively, please email any pics you are happy to share with us. Photos provided may be used for archival, Club newsletters & promotional material distributed to our membership database.

Email to:*directors@alexandraskiclub.com.au*

# Contents

[1. Contents 3](#_Toc110284287)

[2. Maintenance Report 4](#_Toc110284288)

[3. Weekly Cleaning and Maintenance Roster 5](#_Toc110284289)

[5. Appendix 8](#_Toc110284290)

[a. Opening the Lodge 8](#_Toc110284291)

[b. Closing Down the Lodge 8](#_Toc110284292)

[Tradesmen’s List for Emergency Repairs 9](#_Toc110284293)

# Maintenance Report

**Please complete this report and return within 2 days.**

 **Week ended**   **Club Captain:**

**Please email to:** **directors@alexandraskiclub.com.au** **or post to PO Box 239, Lane Cove, NSW 1595**

Please list any defect, breakage, damage or loss to the Club’s property occurring during the week and put an “x” against any such item present when taking over from the outgoing Club Captain. Please provide sufficient detail.

If urgent supplies are purchased, please list so that the Stores records can be adjusted.

**Please do not leave important or urgent problems without either arranging repairs or notifying by phone:** Tim Dowsett: Mobile 0421 054 550

Please add any comments or complaints about the Lodge*(attach a separate sheet if necessary).*

**GAS. Gas tank contents at end of week:** ………**%**

*Note:* Two gauges on top of tank. Large gauge reads pressure in KPa. Small gauge reads content in %. Gauge will be found 60mm uphill of a 1.5m red marker pole.

Caution: If tank top is snow-covered, take care with the shovel as the gas pipe is soft copper tube and easily damaged

# Weekly Cleaning and Maintenance Roster

**Week ended**

**Each Saturday during the winter season, a contract cleaner is engaged to clean all bathrooms, the kitchen floor and bench tops, and to vacuum the floors in the living and dining areas. The Cleaner will not enter bedrooms.**

**Changeover time is 10.00am. If you plan to ski on your departure date, please ensure you have vacated your bedroom, undertaken the cleaning you are responsible for, and all your luggage and belongings are stored in the ski room by 10am. This will allow access for the incoming members & guests, and provide the cleaner access to all areas of the lodge.**

All Members and guests in residence are required to contribute during the week to the cleaning and maintenance of our Lodge. It is expected that a high standard of cleanliness and tidiness of the Lodge will be maintained at all times.

|  |  |  |
| --- | --- | --- |
|  | **Task** | **Name** |
| KITCHEN | Refrigerator/Freezer/ Stoves/Microwaves/Ovens |  |
| *NB. To be cleaned each week regardless of usage. Do not attempt to clean over walls or back other than with sponge. See special instructions on stove.* |  |
| Cupboards/Paintwork/Floor |  |
| LIVING AREA | Vacuum floor; *empty vacuum cleaner regularly.* |  |
| DINING AREA | Vacuum floor |  |
| BATHROOMS | Upstairs |  |
| Downstairs |  |
| TOILETS/SHOWERS | Upstairs |  |
| Downstairs |  |
| CORRIDORS/STAIRS/LANDING | Vacuum  |  |
| SKI ROOM & ENTRANCE | Sweep out |  |
| GARBAGE ROOM | Sweep out and empty bins |  |
| DRYING ROOM | Sweep out  |  |
| LINEN (Inwards & Outwards) | Alsco dirty linen to be left, bagged, in ski room for pickup by Hans oversnow (not outside)  |  |
| GARBAGE DISPOSAL | General waste |  |
| Recyclables |  |
| SNOW CLEARING must be done regularly | Lodge entrance |  |
| Fire Escape stairs |  |
| Balcony |  |
| External exhaust vents for gas heaters |  |
| BASEMENT | Tool cupboard/wood storage/general tidiness |  |
| FIREPLACE | Daily maintenance – *ashes must no longer be put outside (by order of NPWS)**Restock firewood stack inside the basement and next to the fireplace* |  |
| BALCONY BBQ | Clean BBQ after use |  |
| GAMES ROOM & BAR | Tidy & vacuum. |  |

**Responsibilities of the Weekly Club Captain**

* 1. Safety - Please ensure a responsibility to safety is always maintained.
	2. Fire Precautions – see Notice Board for Fire Precautions and Procedures.

Of particular importance:

* On **Saturday evening**, advise all Members and guests of the location of all emergency exits and evacuation procedures in the event of a fire or the Fire Alarm activating. **Repeat this orientation** for Members and guests arriving on a later day.
* Ensure all firefighting equipment is in position and ready for use. Check fire exits to ensure that the doors are opening easily and that they are not blocked by snow and ice – these exits must be clear at all times.
* Advise all Members and guest that **SMOKING IN THE BEDROOMS IS NOT PERMITTED UNDER ANY CIRCUMSTANCES**.
* Advise all Members and guests that electric blankets must not be left on during the day and bedroom heaters must be turned off when leaving the rooms and should not be required during sleeping.
	1. Ensure all Members and guests fill in the Accommodation Book in the Lodge. This is compulsory to comply with the terms of the Club’s lease with NPWS.
	2. Maintain the cleanliness and general condition of the Lodge throughout the week. Allocate duties so that the Lodge is left in a clean, respectable state for incoming residents. (Please complete the job allocation roster.) While a limited end-of-week cleaning service is provided during the winter season, this is not intended to substitute for Members’ contributions during the week.

Of particular importance:

* Bedrooms and Linen – *see Notice Board for details.*
* Garbage Disposal – *see Notice Board for details of collection*. Flatten cardboard delivery boxes and place in the skip located in the Village car park. **NOTHING MUST BE LEFT BEHIND AFTER YOUR STAY.**
* Check vacuum cleaners – empty regularly.
* Electrical faults to be attended to immediately.
* Snow to be shoveled and cleared from entry, fire escapes, the external vents for the gas room heaters.
* Empty water tray under refrigerator regularly.
	1. Complete the Accommodation and Maintenance Reports and post or email them within 2 days of returning from the Lodge. It is the Club Captain’s responsibility to use his/her initiative and, if possible, to repair any defect while in residence.

Please list all faults, with attention to detail. *If possible fix them yourself*. List any urgent purchases made on behalf of the Club.

Email (preferably) or post the reports to:

* directors@alexandraskiclub.com.au
	1. Behavior and Noise – it is the duty of the Club Captain that noise is kept to a reasonable level. Use common sense.
	2. Ensure that the Jetmaster fireplace is extinguished upon the last person retiring for the night. The fire should generally only be lit in the evening.
	3. Before Members and guests vacate the Lodge, the Club Captain must ensure that the following end-of-week cleaning duties are completed:
* All bedrooms are dusted and vacuumed thoroughly, and rubbish bins are emptied.
* Upstairs and downstairs corridors are vacuumed.
* Surfaces in the living and dining areas are damp-dusted.
* Fire place is cleaned, and firewood restocked.
* Balcony BBQ is cleaned and turned off
* Garbage bins in kitchen are emptied.

**Each Saturday during the winter season, a contract cleaner is engaged to clean all bathrooms, the kitchen floor and bench tops, and to vacuum the floors in the living and dining areas. They do NOT clean the ovens, which must be done by members.**

**NOTE: The cleaner will not enter bedrooms. Cleaning of bedrooms is the responsibility of the Members & Guests.**

* 1. Empty the refrigerator and wipe it out. NO FOOD OF ANY KIND IS TO BE LEFT BEHIND IN THE REFRIGERATOR OR FREEZER.

# Appendix

# Opening the Lodge

**Turn on the electricity**. The main switch is located in the meter box on the right-hand side of the entrance.

**Turn on the gas**. (on top of the main gas tank outside)

For further instructions, see the Notice Board.

**Light gas heaters as necessary**. Follow the instructions affixed to each appliance.

**Check the Lodge** carefully, room by room, to ensure that there are no problems with the electrical or gas systems.

Ensure all **firefighting equipment** is in position and ready for use. Check fire exits to make sure the doors are opening easily and that they are not blocked by snow and ice – these exits must be clear at all times.

**Main water stop-valve** in basement (opposite wall to stairs – on ceiling) has to be turned off from February onwards.

# Closing Down the Lodge

|  |  |
| --- | --- |
| 1. | Turn off all gas appliances |
| 2. | Turn off gas. (on top of the main tank outside)  |
| 3. | Check the Lodge carefully, room by room. Turn off all lights and heaters. Unplug electric blankets. |
| 4. | Lock all doors and windows, **INCLUDING THE BASEMENT DOOR**  |
| 5.  | Leave refrigerator doors and freezer doors open. **PLEASE** **DO NOT LEAVE** any food in the refrigerator or freezer or cupboards. |
| 6. | Remove all garbage and litter. |
| 7.  | Make arrangements for laundry pick-up. Phone 64575334 |
| 8. | Leave fireplace clean. Ensure all embers have cooled before removing. |
| 9. | Turn off electricity at main switch in entrance foyer. Note the fuses that are labeled to remain on.  |
| 10. | Ensure fire alarm is functioning, on left-panel in entrance foyer. |
| 11.  | Lock the Stores cupboard. If there is any stores item that is out of stock or Low, please note that on your report. |

# Tradesmen’s List for Emergency Repairs

If in doubt, please phone one of the Directors:

Tim Dowsett Mobile 0421 054 550

Stephen Shirley Mobile 0418 464 871

Alexandra Ski Club Landline (02) 6457 5307

|  |  |  |
| --- | --- | --- |
| **Gas** | Elgas | (02) 6452 1440 |
|  | After hours: Alan Kelly | 0401 987 627 |
|  |  |  |
| **Refrigerator** | Jindabyne Refrigeration | (02) 6456 2231 |
|  |  |  |
| **Dishwasher & electrical appliances** | Berridale Appliance ServiceAfter hours | (02) 6450 50030427 110 427 |
|  |  |  |
| **Builder/Carpenter** | Robert Van Der Platt | (02) 6452 4491 (Home) |
|  |  | (02) 6452 4566 (Work) |
|  |  | 0427 524 491  |
|  |  |  |
| **Electrician** | Intact Electrical | (02) 6452 5007 |
|  | John van der Hout | 0412 124 007 |
|  |  |  |
| **Plumber** | Gavin Patten | (02) 6457 1058 |
|  |  | 0427 200 82 |
|  |  |  |
| **Laundry** | Alsco Laundry | 0431088646(bold@alsco.com.au) |
|  | Lee Avenue, Jindabyne |  |
|  | Brian Old |  |
|  |  |  |
| **Fire Alarms** | Alpine Fire Safety |  |
|  | Proprietor: Tony Hasart | 0421 226 431 |
|  |  |  |
| **Other useful numbers** | Hans Oversnow | (02) 6457 5334 |
|  | SkiTube Supermarket | (02) 6457 5555 |
|  | Bullocks Flat Terminal | (02) 6456 2010 |
|  | Bus (Bullocks Flat) | (02) 6456 2597 |
|  | Snowy Mountains Taxis | (02) 6456 2644 |
|  | Foodtown Nuggets Crossing | (02) 6456 2949 |
|  | Perisher Medical Centre | (02) 6457 5266 |
|  |  |  |
|  | Lodge Cleaner – John Riordan | 0420362021 |