

LODGE OPERATIONS GUIDE – WINTER 2021

The success of day-to-day lodge operations and the enjoyment of people staying in our lodges rely heavily on members co-operating to get things done. The following guide provides information that is important to your stay.

If you need help or advice, please contact the Administration Manager by emailing admin.mgr@brindabellaskiclub.org.au. Contact details for Committee members are available in Christie or from the Club website.

COVID-19 RELATED LODGE OPERATIONS

All members are asked to carefully consider their decision to use the lodges this season because:

- you must accept increased responsibilities; and
- you must accept all associated risks.

The Club has prepared a COVIDSafe Plan adapted from the National COVID-19 Coordination Commission (NCCC) COVIDSafe Plan. Compliance with the new COVIDSafe plan has led to changes in our Lodge procedures. The [Club's COVIDSafe Plan](#) is available on our website. All lodge guests must watch the Brindabella COVIDSafe Video and complete the Pre-stay Survey before visiting a lodge, these are emailed prior to your stay.

Before travelling to the lodges, all Club members and Associates must complete a COVID-19 survey and knowledge test to confirm understanding of their responsibilities and ensure our lodges are as safe as possible.

Members must agree to a waiver of liability when staying at Brindabella lodges as provided at the end of this document.

Upon arrival at the lodge, all guests must complete the COVID-19 health checklist and undergo a temperature check and enter their result on the Waiver Form.

If a member or an associate does not complete or fails the COVID-19 health check before their stay or during their stay, or if they develop COVID-19 symptoms during their stay, their booking will be cancelled. They and close contacts in their group will not be allowed to stay in our lodge. The Booking Rules are on the [Booking and Club Information](#) page of our website provides more information on COVID-19 requirements and related Cancellation Policy.

No casual visitors are allowed to come inside the lodges, tradespeople and members collecting items from lockers must sign in manually or using the QR Code.

During your stay, members and guests are responsible for ensuring the Lodge is cleaned to the high standard required as this is an important strategy to minimise transmission risk. Not following this directive may lead to a Lodge being shut down. Sanctions may be applied to members or their guests who fail or refuse to follow these standards.

Lodge duty rosters reflect the additional cleaning responsibilities. Posters in each room and in common areas will provide specific cleaning instructions for members and guests. Appropriate sanitation and cleaning supplies are provided.

We have established protocols to ensure our lodges are sanitised before your arrival however we cannot guarantee that all surfaces and touchpoints remain sterilised. Incoming guests are asked to sanitise their rooms before moving in.

Gloves, face masks and other Personal Protective Equipment (PPE) are available should a guest develop COVID-19 symptoms and for specific cleaning tasks.

We recommend that guests who wish to wear gloves and face masks whilst participating in normal activities in the lodge should bring their own supplies. You may also wish to bring a small bottle of hand sanitiser to put in your pocket while you are skiing.

As our lodge capacities are set below the legislated maximum capacity (based on the 2 square metre rule), individual room capacities are no longer required. However, both in our lodges and in the resort, guests are asked to maintain 1.5 metre physical distance when mixing with people outside their COVID-19 “bubble”.

Lodge Managers and Lodge Leaders have additional responsibilities this year to ensure that our lodges operate in accordance with the COVIDSafe Plan. See 5.6 and 5.7 below.

1. BEFORE YOU LEAVE FOR THE MOUNTAINS

1.1 COVID-19 QUESTIONNAIRE

Before the Trip list is finalised, everyone on your booking must complete a standard COVID-19 health checklist and a knowledge test to confirm their understanding of the responsibilities to ensure our lodges are as safe as possible.

1.2 FOOD

- Meals are not provided by the club. You must bring ALL the food you require for the duration of your stay except for items shown on the attached pantry list.
- There are no shops in Guthega where food can be bought. At the Perisher Skitube station there is a mini-market. In Thredbo there is a small supermarket and several cafes and restaurants.
- Items in pantries labelled as “Club Use Only” must not be used except in conjunction with Club events and with the approval of the Lodge Manager.
- Alcohol in pantries must not be used except in conjunction with Club events and with the approval of the Lodge Manager.
- If the pantry is locked, please consult the Lodge Manager or Lodge Leader.

If you note shortages of any supplies including paper or cleaning products, please advise the Lodge Manager or Lodge Leader during your stay and/or the Provisioning Officer via the vp.management@brindabellaskiclub.org.au email on your return from the mountains.

1.3 IMPORTANT ADVICE FOR YOUR STAY

- On the Thursday morning prior to your stay, you will receive an ‘Important Advice for Your Stay’ email containing lodge access codes. The email will contain a link to the Club website to look up

the bed allocations for your lodge, access the Lodge Operations Guide and guide for the use of the Over Snow Vehicle, access to the Guthega overnight parking form and Lodge Leader's report.

- The 'Important Advice for Your Stay' email will also contain any special information relevant to your booking.

1.4 PROVISIONS COLLECTION

- Provisions for each lodge frequently need to be taken to the mountains on Friday afternoon/evening. – This counts as a lodge duty if you are staying at Thredbo - and two lodge duties if you are staying at Guthega (as you need to lug the provisions from the car park to the lodges).
- If you can take provisions, please contact the VP Management (vp.management@brindabellaskiclub.org.au) ASAP after receiving the 'Important Advice for Your Stay' email. Provisions are generally collected from Jindabyne or Canberra.
- Please keep in mind that if everyone leaves it to someone else you may find there is a shortage of critical provisions or a maintenance task is left undone.

1.5 LODGE ACCESS

Please check your 'Important Advice for Your Stay' email, to obtain the current door code. If unable to check your email please contact the Administration Manager on admin.mgr@brindabellaskiclub.org.au or 0401677584.

On Friday or over the weekend, please send an SMS requesting the door code to the respective Lodge Manager. Mobile numbers are listed below.

- Please DO NOT rely on other people to let you into the lodges.
- Please DO NOT assume the door code is the same as the last time you used the lodge.
- Specific information relating to opening/closing each of our lodges is provided below.
- To reduce the risk of theft, please always keep external doors CLOSED.
- NO CASUAL VISITORS are to enter the lodges, tradespeople and members collecting locker items must sign-in manually or using the QR code before entering.

1.6 BED LINEN & TOWELS

- Two pillows, a doona, a doona cover and mattress protector are supplied for each bed.
- Please bring your own towels, top and bottom sheet and pillowcases as they are not provided. You may also wish to bring your own doona cover.
- If you are bringing a sleeping bag you must also bring a bottom sheet and pillow slip.
- It is a health requirement for you to provide the listed items. Rooms will be checked to ensure guests have brought and are using appropriate linen.

- If you forget to pack your sheets/sleeping bag and pillowcases, please inform the Lodge Manager or Lodge Leader immediately, who may be able to rent some to you.

Tiobunga

- In room 13 has a queen bed (L203cm x W153cm x D29cm).
- Room 5 has a queen bed and a split king (L203cm x W92 x D29cm).
- All other beds are king splits (L204cm x W91cm x D40cm) so normal single sheets are not usually deep or long enough to fit. Deep king single or flat double sheets will fit.

Note: that two split king beds zipped together are the same size as a king size bed (L204cm x W182cm x D40cm) - you may have difficulty finding a sheet to fit so flat sheets are recommended.

Kyilla

- Room 4A has a double bed and a $\frac{7}{8}$ single.
- Rooms 2 and 3 have a bunk with a $\frac{7}{8}$ single on the top and a king single underneath, and two $\frac{1}{2}$ queen that may be joined to make a queen size bed.
- Room 1 has two single beds, one king single bed and two $\frac{1}{2}$ queen beds that may be joined together to make a full queen bed.
- All other beds are singles.

Waragun

- In Waragun (Thredbo), Rooms 3 and 4 each contain 3 beds (1 bunk and one single).
- All other rooms contain king splits (L204cm x W91cm x D40cm) so normal single sheets are not usually deep or long enough to fit. Deep king single or flat double sheets will fit.

Note: that two split king beds zipped together are the same size as a king size bed (L204cm x W182cm x D40cm) - you may have difficulty finding a sheet to fit so flat sheets are recommended.

1.7 TELEPHONE AND MOBILE COVERAGE

- Lodge telephones only allow local phone calls.
- Please limit your calls to ten minutes to give people trying to ring in a chance to get through. Please do not use the telephone to make internet connections.

Lodge	Telephone Number
Tiobunga	(02) 6457 5329
Kyilla	(02) 6457 5577

Guthega Manager - Winter Only -	(02) 6457 5511 0481 527440 - Winter Only
Waragun (Thredbo)	(02) 6457 7370
Thredbo Manager	(02) 6457 7369 0439 444 116

- In Guthega village, mobile phone coverage is variable depending on carrier and precise location. Coverage is good for Optus and Optus resellers such as Virgin, etc, however if you are a customer of Telstra, Vodafone or one of their resellers, do not rely on your mobile phone whilst inside the Guthega lodges.
- At Thredbo, mobile phones work well both inside and outside the lodge.

1.8 INTERNET AND EMAIL

- At Thredbo, an ADSL Internet connection is available. There is a wireless router, also a computer desk in TV room. Please limit downloads and uploads. This service is provided for light usage such as e-mail and web browsing. We have a limited data plan as the service provider that we use offers no unlimited plan, and heavy use can consume all our quota before the end of the month. Please consider other guests and minimise bandwidth intensive uses such as streaming video or music, uploading or downloading large files or conducting web conferences. Overuse impacts on other lodge users and on the Lodge Manager's ability to perform important duties. Excessive use will be investigated.
- At Guthega ADSL is not available. Optus has a base station in Guthega so broadband wireless internet connectivity is possible using Optus and Optus resellers, with your own service plan and equipment. Some members have had limited success with Telstra NextG.

1.9 VEHICLES

- Beware of wildlife on the roads into Guthega and Thredbo especially at dusk, after dark and in the early morning.
- Chains are compulsory items of luggage for 2WD vehicles within the designated 'snow - ice risk' sections of the Kosciuszko National Park between 1 June and mid-October. Have the correct size chains and know how to fit them.
- 4WD & AWD vehicles: the RTA recommends carrying chains - especially if drivers are inexperienced driving in snow/ice risk sections, as there is a high rate of accidents in this area involving these vehicles.
- A shovel, groundsheet, work gloves, torch and jumper-leads are highly recommended items of equipment for your car.
- Guthega Parking is in the 'Authorised Car Park' just down the road from the day carpark, in the 'Touring Car Park' several hundred metres down the road and in a limited number of spaces

between the Nordic Centre and Kyilla. Please display a Parking Permit (attached to the trip list e-mail or available from the lodge) on your front windscreen. The permit details your registration number, the lodge you are staying at and the period of your stay. You should include your mobile phone number in case the snowplough operators need to contact you to move your vehicle. If snow clearing is required, you may be asked by the Lodge Manager to move your vehicle during your stay. You are NOT permitted to park in the Day Car Park overnight. (If you do, you may be fined, or worse still, you could find your car "modified" by the snowplough!).

- Thredbo Parking for twelve cars is provided and it is important that these be used. There are three spaces on the northern side of the lodge adjacent to the front door and three spaces under the main western deck (if you want to use these, please drive as far forward as you can). There are also six spaces on the eastern (river side) edge of the public car park. Please use the key hanging on the coat rack in the entrance area to unlock a car park rather than park in the public overnight car park. Relock the chain when you leave.

1.10 SHOPPING

- There are NO shops in Guthega that sell food to prepare in our lodges. Guthega Inn no longer provides a lunch menu for the public.
- There is a supermarket in the train station at Perisher Valley, so you can ski over to Blue Cow and get the train to Perisher.
- Thredbo Village has a small supermarket and several shops, restaurants, bars and nightclubs for your entertainment within a 10-minute walk of the lodge.
- To avoid crowding and long queues associated with shopping at Woolworths Jindabyne, we recommend members should shop in larger supermarkets at home or in Cooma.

2. YOUR ARRIVAL

For winter 2021 you should plan to arrive at the lodge **after 4.30pm**, please do not plan to access the Lodge before 4.30pm.

- Due to COVID-19, during winter 2021, IF YOU ARRIVE BEFORE 4.30pm, YOU MUST NOT ACCESS THE LODGE FOR ANY REASON. Leave all your luggage in your car. You may leave your Esky outside in the snow or in the shade until it is time to move in. Be careful, crows will eat your food if it is not adequately packaged.
- Due to COVID-19 restrictions you are not allowed to occupy the lodge **until every member of your booking group has had a COVID-19 temperature check and completed the waiver.** You must conduct the temperature check and include each result on an individual waiver (to be completed) for each member of your party before moving into the lodge.
- Please do NOT re-arrange the trip list room allocations. (Only the Lodge Manager may do this).
- Please do NOT enter the lodge or place food in the kitchen fridge or pantry freezer until after 4.30pm.
- Guests should sanitise their allocated pantry storage spaces and rooms before using them.

- Special conditions will apply to kitchen usage. As well as physical distancing requirements, guests are expected to minimise the amount of time they spend in the kitchen. Members may consider the use of pre-prepared meals to minimise kitchen time.
- Lodge duty rosters reflect additional cleaning requirements specified by health authorities. Please check the roster and ensure your jobs are completed to a high standard. Posters in each room and in common areas will provide specific cleaning instructions for guests. Appropriate sanitation and cleaning supplies will be provided.
- Specific information relating to opening each of our lodges is provided below.

3. TRANSPORT FROM CAR PARK TO GUTHEGA LODGES

During the Winter season Mt Tate Road is closed from just beyond the car park. The options of moving gear and food the next 150-200 metres to the lodges are:

- carry in all items by hand
- use Club toboggans as available
- make use of the Club's Over Snow Vehicle (OSV) if available.

Please note: Self-drive of the OSV is only possible if you have previously obtained a licence. Otherwise, another member who is licenced may be able to assist. Refer to the [Lodge Operating Procedures](#) and [website](#) for more detailed information about the OSV and about obtaining a licence.

4. YOUR DEPARTURE

If you are skiing on the day of your departure, please leave your packed bags on your bed and clean your room before hitting the slopes.

You should complete your room cleaning and lodge duties and leave the lodge by **2:00 PM**.

- Due to COVID-19 you will be required to perform additional cleaning and sanitising in 2021. Cleaning instructions will be displayed in each bunkroom. Lodge duties have been adjusted accordingly and where special instructions are warranted, signage is provided in the appropriate space.
- It is expected that each guest may spend up to 60 minutes to complete their COVIDSafe cleaning duties before departure.
- Do not leave food of any kind. Please take it home with you or dispose of it.
- Food left in the fridge or freezer at the end of the booking period will be disposed of unless belongs to guests staying on for the next booking period.
- Fridges and freezers must NOT be used for long term food storage.
- On departure you should take your skis, boots and luggage with you even if you are returning later in the season (unless you have a locker).
- Specific information relating to opening and closing each of our lodges is provided at Point 6.

5. DURING YOUR STAY

- Our more experienced members are encouraged to warmly welcome newer members and associates and help them settle in.
- The way our lodges run varies a little depending which lodge you stay in and who you share the lodge with. If you are new to a lodge, please take a little time to familiarise yourself with how things work. If in doubt, ask. Don't worry too much if you do something a little differently from the way it is normally done. You may be introducing a better way!

5.1 ROSTERED & COVID-19 DUTIES

- Rostered duties enable our lodges to run smoothly and keep your accommodation costs down.
- Due to COVID-19 in 2021 guests are required to undertake more responsibility for cleaning. It is expected that each guest will spend an additional 30 minutes each day to perform rostered and other cleaning duties
- EVERYONE staying in the lodge is to do a fair share of lodge duties.
- If jobs have not been allocated by the Lodge Manager, adults should consider others when choosing duties. Please don't take 'kid friendly' jobs and leave harder or more complex jobs to children.
- Parents may have to complete duties for their children if the children are unable to complete duties satisfactorily.
- The duty roster is posted on the notice board by 4.30pm on Friday and Sunday.
- In addition to your rostered duties, you are also required to clean:
- Your bedroom and en-suite
- Immediately after use, all communal areas including (but not limited to) those used for meal preparation, dining, kitchen clean-up, lounge, ski room and laundry.

5.2 GENERAL RESPONSIBILITIES

In addition to the rostered duties, it is expected that you will assist the operations of the lodge by ensuring you and your party:

- ALWAYS CLOSE external doors.
- Sanitise your hands before you wash dry and put away utensils in a timely manner. The steriliser/dishwasher is for sterilising crockery and cutlery. It is not efficient at removing food scraps so scrub those items before placing on the steriliser/dishwasher trays.
- Sanitise your hands before you UNPACK the steriliser/dishwasher when it has completed its cycle.

- TIDY UP the common areas including kitchen, lounge room, ski room, drying room and workshop after use.
- TOP UP the liquid soap and adequate supplies of spare toilet rolls in the bathrooms.
- SORT the bottles, cans, and plastics for recycling.
- CLEARLY LABEL YOUR FOOD and DO NOT LEAVE food on benches or tables.
- TAKE YOUR LEFTOVER FOOD with you when you leave.
- SHOES: REMOVE outside shoes at the entrance area and change for soft inside shoes.
- Only ski boots and clothing worn “below the neck except gloves” should be placed in drying rooms. Hats, helmets, goggles, neck warmers and gloves must be dried in your room.
- DO NOT drape any clothing over your room heater.
- IDENTIFY AND REPORT Supplies in need of replenishment and equipment in need of repair or replacement. Please do not assume someone else has reported something, instead speak to the Lodge Manager, or if there is no Lodge Manager in residence then to the Lodge Leader or make a note on the Lodge Leader’s report.
- NOTIFY details of any proposed ski tours to responsible people who will be staying in the lodge on your return and who are not in the touring party (such as the LodgeManager), and RECORD on the notice board. Complete the NSW NPWS Trip Intention Report
- ALTERNATE MUSIC CHOICE with other lodge users and cease NOISY ACTIVITY by 11pm.
- Skis and snowboards are not to be taken into the rooms - if you are worried about security, please bring a lock and cable.

NOT ALLOWED IN THE LODGES

- Smoking
- Loud or offensive behaviour
- Any other behaviour that adversely affects the use or enjoyment of the lodge by other users.
- Refer to the Club’s Code of Conduct ‘10 Commandments’ on website and in Lodges for further information about appropriate lodge behaviour

5.3 FIRE SAFETY

The Club’s Fire Evacuation Plan is located next to the fire system control board, on the notice board in each lodge and other strategic positions.

5.4 SMALL CHILDREN

Children are welcome in our lodges and are expected to behave in a manner that does not adversely impact on the enjoyment of others. There is a shared responsibility to ensure a convivial atmosphere

is maintained when children are staying in the lodge. Should an issue arise, please approach the child, their parent or the Lodge Manager or Lodge Leader directly.

Please DO NOT put dirty nappies in the rubbish bins in the lodges. Parents should ensure dirty nappies are removed from the lodge each day and before departure. Nappies should be tied in a plastic bag and placed in the outside rubbish bin at Thredbo, or skips near the Backcountry Centre at Guthega.

WARNING – EXTREME DANGER

Small children must be drilled to not leave a lodge unless accompanied by an adult. To comply with fire regulations, it is made extremely easy to exit our lodges. If your child exits a lodge alone, will they be able to re-enter? Will they know where the door chime is?

Do NOT allow children (or adults) to play on the roof or behind Tiobunga within the protective fence. When a 15cm slab of snow slides from the roof it does so with great force and instantly creates a pile of snow and ice over 180cm deep. It is extremely dangerous!

5.5 SAUNA

The sauna in Tiobunga is available for use by people staying in Tiobunga and Kyilla only. Please consider social distance requirements and only use the sauna with others in your travelling party. It is important to consider the noise impact for people occupying rooms near the sauna particularly when entering or exiting. Appropriate attire is required at all times.

5.6 LODGE MANAGER

The Lodge Manager will promote a friendly and cooperative atmosphere in the lodges and enhance the smooth running of the lodges. The Lodge Manager is your first point of contact for assistance.

The duties of the Lodge Manager are to:

- Oversee the smooth and safe operation of the Lodge(s) and the Club COVIDSafe Plan.
- Perform the role of Safety Warden.
- Post Room Allocations on lodge notice board once distributed by the Admin Officer – usually Friday morning. Room allocations provided to members in the ‘Important Advice for Your Stay’ email are indicative only. In consultation with impacted persons the Lodge Manager may change bed allocations to maximize safety. Remember, you book a bed not a room.
- Perform basic lodge maintenance, arrange access for tradespeople and manage maintenance issues as required.
- Establish and revise job rosters to meet changing needs.
- Confirm that lodge duties are performed to the required standard.
- Coordinate or complete additional cleaning duties, as necessary.
- Maintain lodge phone/fax/Internet communications.
- Control the pantry inventory and liaise with the Provisioning Officer to ensure agreed food and other supplies are available.

- Manage lodge security and lodge energy requirements.
- Represent the Club in any discussions with resort management and other lodges on local issues. For example, Guthega car-parking.
- Provide training on use of Guthega OSV (where required) and subsequent rules test.

The following is a list of jobs which do NOT form part of the Lodge Manager's duties:

- Cooking meals.
- Cleaning individual rooms.
- Shovelling snow.
- Taking the garbage to the hoppers.
- Bringing up the food from the car park and packing it away.

Please understand that the position of Lodge Manager is a part-time one. While your Lodge Manager is generally happy to be of assistance whenever required, they would appreciate consideration in relation to their personal time.

5.7 LODGE LEADER

The Lodge Leader assumes an important role to ensure lodge operations follow the Club's COVIDSafe Plan. They will assist lodge guests and the Lodge Manager to do what is expected this year. Lodge Leaders will be contacted before the start of their bookings to ensure they understand their role.

If Lodge Manager is in residence

The Lodge Leader's responsibility is to work with the Lodge Manager to ensure the lodge operates smoothly and to facilitate your enjoyment of a happy, relaxed atmosphere in the lodge. The Lodge Leader role includes:

- Introduce themselves to all guests.
- Act as a point of contact for any concerns when Lodge Manager is not available.
- Liaise with Lodge Manager about any issues.
- Complete and submit the Lodge Leader's online survey report (included on the pre-trip email).

If Lodge Manager is NOT in residence

- The Lodge Leader is responsible for the management of the lodge for the period indicated on the trip list / room allocations document. The Lodge Leader will assist you by answering questions and addressing concerns.
- The Lodge Leader reports to the Committee by completing and submitting the Lodge Leader survey.

The role of the Lodge Leader includes:

- Confirm the safe arrival of guests.
- Confirm health and temperature checks have been completed by all guests with results being recorded on their waiver form. Any checks returning a RED reading **must** leave with their party in accordance with the booking rules.
- Introduce themselves to all guests.
- Is not authorised to change bed allocations shown on the trip list / room allocations document except with the agreement of the Lodge Manager. This is a safety issue in case of lodge evacuation.
- Ensure lodge duties are performed. According to specific requirements at the time, Lodge Leaders may adjust lodge duty roster or request additional duties. The Lodge Leader role is considered a duty itself, so Lodge Leaders are not required to undertake an additional duty from the roster.
- Complete and submit the Lodge Leader survey at the end of their stay.
- Perform the role of Fire Evacuation Warden.
- Address situations involving unsuitable behaviour or where lodge rules are contravened. Report these situations to the Committee via the Secretary, Darrell Porter (secretary@brindabellaskiclub.org.au).
- Is responsible for the lodge being left clean and secure.

6. OPENING & CLOSING OF LODGES

6.1 TIOBUNGA

To Open Tiobunga:

1. Gain entry via the main southern door that has a combination lock fitted.
2. The downstairs switchboard is located in the short corridor to the workshop on your right-hand side after you have passed through both glass doors. Follow the switch instructions found inside the switchboard. If required, use the torch nearby.
3. The upstairs switchboard is in the pantry, opposite the kitchen. Follow the switch instructions found inside the switchboard.
4. Do NOT touch the switchboard found outside the lodge

To Close Tiobunga:

1. Ensure the lodge is clean

2. Ensure all doors and windows are locked and the curtains are closed 3. Fridges are left ON
3. Follow the switch instructions found inside the switchboards. First turn off the switches as directed in the Pantry switchboard. Then do the same in the switchboard in the workshop area.
4. Leave the HOT WATER switch ON unless the triplist instructs otherwise. Please note that isolation of the electricity shuts down the water supply to the lodge.
5. Take all recycling and garbage out and place it in the dumpsters at the carpark.
6. Do not leave ANY of your unused food in the lodge.

6.2 KYILLA

To Open Kyilla:

1. Gain entry via the main door that has a combination lock fitted. It helps to pull the door towards you when turning the latch (as it takes pressure off the bolt).
2. The switchboard is located above the bench (to the left) in the ski area.
3. Turn on the two MAIN SWITCHES at the top of the switchboard.
4. Check HOT WATER switch is ON – located outside the power board on its right-hand side.

To Close Kyilla:

1. Ensure the lodge is clean.
2. Turn the thermostat in the lounge to the OFF position.
3. Leave fridges ON and closed.
4. Leave HOT WATER switch ON unless the triplist cover sheet instructs otherwise:
 - a. Ensure all circuit breakers are left ON
 - b. Ensure entrance and ski room lights are ON
5. Turn OFF electricity at the MAIN SWITCHES at the top of the switchboard.
6. Take all recycling and garbage out and place it in the dumpsters at the carpark.
7. Do not leave ANY of your unused food in the lodge.
8. Please physically check all five external doors are closed and latched. We have had cases of some of these doors being left open.

6.3 WARAGUN (THREDBO)

To Open Waragun:

1. Gain entry via the main door that has a combination lock fitted.

To Close Waragun:

1. Ensure the lodge is clean.
2. Ensure all doors and windows are locked.
3. Ensure all towel rails are switched off.
4. Leave fridges ON and closed.
5. Ensure all lights (and even the entrance light switch) are turned OFF. (The entrance light will still turn on for arrivals as it has a motion detector).
6. Place all recycling and garbage in the BSC Bin Enclosure (adjacent to the Car Park on the river side of the lodge).
7. Do not leave ANY of your unused food in the lodge.

7. Available Pantry Items All Lodges 2021

Please send an email message to the Provisioning Officer by emailing VP Management (vp.management@brindabellaskiclub.org.au) and advising of any items that require restocking.

Coffee – Ground, Beans, Instant and Decaf
Tea – Leaf, Twinings Tea Bag Selection, Regular Tea Bag
Tea – Herbal Selection
Drinking Chocolate, Cocoa
Cordial
Jam – Various
Honey
Vegemite
Peanut Butter – Crunchy and Smooth
Cereals – muesli, oats, weetbix and various others
Margarine
Oil – Olive, Vegetable and Spray

Vinegar – Balsamic, White Wine, Cider, Malt
Oven Bags
Plastic Wrap
Alfoil
Baking Paper
Greaseproof paper
Freezer bags, small
Toothpicks and matches
Pepper – Ground
Salt – Cooking and Ground
Spices - Star Anise, Allspice, Bay Leaves, Cardamom, Chilli Hot, Cayenne Pepper, Cloves, Chinese 5 Spice, Coriander Ground, Cumin Ground, Fennel Seeds, Ginger Ground and Minced, Garlic Minced, Mixed Spice, Nutmeg, Paprika Sweet, Tarragon, Turmeric, Thyme, Cinnamon – Ground and Quills
Vanilla
Gravy Granules – Chicken, Roast Meat
Arrowroot
Bicarb Soda
Baking Powder
Stock Cubes – Beef, Chicken, Vegetable (Some GF)
Mustard – Dijon, Seeded, and Hot English
Sauce – BBQ, Sweet Chilli, Soy, Tomato, Worcestershire
Flour – Plain, Self-Raising, Corn
Sugar – Brown, White, Icing

8. WAIVER OF LIABILITY

The waiver is available on the BSC website.

[Waiver](#)