



# ALKIRA SKI CLUB *Inc*

MOUNT BULLER

Reg No. A0025152N

[www.alkiraskiclub.com.au](http://www.alkiraskiclub.com.au)

Bookings

[alkirabookings@people.net.au](mailto:alkirabookings@people.net.au)

## 2014-15 ALKIRA SKI CLUB

### OPENING THE LODGE

The entrance door is operated by a key pad combination lock.

The key combination is changed annually and can be found on the Alkira on-line system.

The rear ground floor door and rear top floor door are emergency fire exits, entrance to these doors should never be blocked.

### ELECTRICITY

On entering the lodge the switchboard is located directly opposite the entrance door.



Please follow the instructions in the switchboard to turn on electricity  
**Electricity to exit signs is to remain switched on at all times.**

### GAS SUPPLY

The mains valve is controlled by a red lever and is left open at all times - **not to be** touched on arrival.

The gas meter and mains valve is located on the right of the entrance door outside the lodge.

The valve is open when the lever is parallel with the pipe.

If you are having difficulty starting either the hot water Services or Gas Heaters check to ensure the mains valve is open.

### WATER

The mains water is left on at all times - **not to be** touched on arrival.

If the water is not running there are 3 'gate' valves located in the lodge

- in the foyer on the east wall
- in the vanity cupboard of the mens downstairs bathroom
- in the vanity cupboard of the mens upstairs bathroom.

Turn 'gate' valves in an anticlockwise direction to open, clockwise to close in the event of a burst pipe etc.

### HOT WATER

**Instantaneous Hot Water System (IHWS) - located in store room**

*(from lodge entrance turn left and follow the lockers around to store room)*

Hot water is provided by an IHWS which provides adequate hot water for 10 to 15 people.



Electrical cord for IHWS is located on the ground floor in the store room.  
To turn **ON** IHWS, plug in the electrical cord to the power point.



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## Hot Water System (HWS) - located in plant room

(plant room located next to the drying room)

If you have more than 15 people at the Lodge you will need to switch on the Hot Water Services (HWS) in the plant room located next to the drying room (key for plant room in the key basket above the freezer in the kitchen).



Turn 1 unit on if you have 30 or less people, if you have 30 or more people turn both units on.

The HWS's should be on vacation upon your arrival, you need to turn the unit to **ON** and **the thermostat to HOT**.

If the gas has been turned off or the pilot lights are out check that the gas mains is on and then refer to the lighting instructions on the back of the unit's panel.

Please Note: If problems with the gas supply persist, lighting a stove in the kitchen may assist the gas flow.

## HEATING SYSTEMS

### 1 - Central Heating

There are 2 heating furnaces in the plant room (plant room located next to the drying room)

and one in the roof space above the third floor women's bathroom.

If the gas supply has not been interrupted the pilot lights should be alight and all that is required to operate the heating is to turn the thermostats to the required temperature.

If the pilot lights are out follow the lighting instructions on inside removable grill on front of the heating unit.

**Thermostats** are located as follows and control the following zones:

- Chamois lounge west wall – provides heat for Chamois Lounge, drying room, foyer, ski storage area.
- Dining Room south wall – provides heat for Dining Room and Stirling Lounge.
- Top floor hallway – provides heating for all top floor.



### 2 - Nobo Heaters

Nobo heaters are in all downstairs bedrooms, upstairs in rooms 7 and 8 and all bathrooms.

Please make sure they are turned off when no-one is occupying these areas.

### 3 - Gas Fire Heater in Stirling Lounge

Remote control for the gas heater is located on the back of 'wall nip' near the couches.



Please turn heater **OFF**

- on retiring to bed

- on leaving the lodge

## DISHWASHER



When using the dishwasher follow the instructions on wall above the machine.



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## CLOSING THE LODGE

The rear ground floor door and rear top floor door are emergency fire exits entrance to these doors should never be blocked.

## ELECTRICITY

On entering the lodge the switchboard is located directly opposite the entrance door.

Please follow the instructions in the switchboard to turn off the electricity

**Electricity to the exit signs is to remain switched on at all times.**



## GAS SUPPLY

The mains valve is controlled by a red lever and is left **OPEN at all times - not to be** touched on departure

The gas meter and mains valve is located on the right of the entrance door outside the lodge.

.The valve is open when the lever is parallel with the pipe.

## WATER

The mains water is left on at all times - **not to be** touched on departure

## HOT WATER

**Instantaneous Hot Water System (IHWS) - located in store room**

*(from lodge entrance turn left and follow the lockers around to store room)*

Please turn the IHWS **OFF** at the power point.



Electrical cord for IHWS is located on the ground floor in the store room.

To turn **OFF** IHWS, unplug electrical cord from power point.

**Hot Water System (HWS) - located in plant room**

*(plant room located next to the drying room)*

Please turn the HWS knob to **OFF** and the thermostat to **VACATION**.





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## HEATING SYSTEMS

### 1 - Central Heating

Turn all Thermostat's to 0.

Thermostats are located as follows and control the following zones

Chamois Lounge west wall – provides heat for Chamois Lounge, Drying Room, Foyer, Ski Storage area.

Dining Room south wall– provides heat for Dining Room and Stirling lounge.

Top floor hallway – provides heating for all top floor.

### 2 - Nobo Heaters

Turn all Nobo heaters **OFF**.

Nobo heaters are in all downstairs bedrooms, upstairs in rooms 7 and 8 and all bathrooms.

### 3 - Gas Fire Heater in Stirling Lounge

Turn gas heater **OFF** using the remote control.



Remote control for the gas heater is located on the back of 'wall nip' near the couches.

## DISHWASHER

Turn dishwasher **OFF** at the unit, power off at the power point and at the switchboard.



## HOT WATER in KITCHEN



Turn hot water unit in the kitchen **OFF** at the power point

## FRIDGE, FREEER AND DRINKS FRIDGE

All fridges and freezer doors to be propped open.

Turn of the two fridges and one freezer at their respective power points.

## THANKS FOR STAYING AT ALKIRA SKI CLUB

## HAVE A SAFE TRIP HOME

