

## Task Checklist During Stay

Members and guests need to share the following tasks during their stay:

- Remove rubbish to bin enclosure using bags supplied by council. Clear are recycling. Red or black are for general rubbish. Do not put loose items in bin enclosure.
- Refill wood box and kindling box. You will need to split the kindling. Wood splitter is located down in the wood storage area (combo lock is the same as front door).
- Wash and put away dishes
- Wash tea towels, hand towels and bath mats as required, and hang up in drying room
- Clean BBQ
- Refer to spa maintenance sheet and complete tasks.
- Restock supplies such as toilet paper to bathrooms.
- If we need supplies, let Dave know. Supplies are in cupboard under kitchen bench (door side) & toilet rolls are under lounge seat.
- If something needs fixing, fix it or tell Dave (there is a tool kit in the sideboard).
- If it's snowed, dig out the steps or decks as required.
- The cleaner only comes once a week and only does bathrooms, floors and kitchen surfaces, so members also need to share these cleaning tasks plus others. E.g. oven, windows, mirrors.
- For the morning the cleaner comes, ensure objects are off the floor (including in the foyer), dining table cleared, & bathrooms clear to allow them to clean.

## Departure Checklist for All Members & Guests

In addition to the tasks outlined above:

- Empty your food from refrigerator and drawers & wipe/vacuum
- Remove all items from drying room (any items left behind will be moved to lost property which is in the under seat storage adjacent to the dining table).
- Vacuum carpet in your bedroom/s & wipe surfaces on storage cubicles
- Check electric heaters in lower bedrooms are turned off.

## Departure Checklist if No Imminent Arrivals

Look on e-allocator to determine if other members are arriving that day. If not:

- Ensure fire is fully extinguished & empty fire ash box if necessary.
- Close all windows and blinds – walk around outside of lodge to check all windows are closed.
- Turn gas heater off using the “off” button.
- Make sure electric heaters in lower bedrooms, drying room & lower lounge room are off
- Empty all food from fridge & drawers, with the exception of stock supplies.
- Put cover back on BBQ. Turn gas supply off to BBQ at tap on the deck
- Turn spa down to 20 degrees and strap down spa cover
- If the cleaner is not coming within the next day, turn the water off (to minimise the risk of frozen/burst water pipes). The tap is located in cupboard in downstairs living area under the book shelf. Turn on tap in laundry sink.
- Ensure the lodge is locked: upstairs sliding door; front door; back deck door; bathroom door.