

# **Wellington Tramping & Mountaineering Club**



## **Ruapehu Lodge Operations Manual**

*Revised July 2025*

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# OPENING PROCEDURES

## 1. Main Entrance

Outer Door – Unlock with the key supplied by the Booking Officer  
– Leave unlocked until you shut down the Lodge on departure

- An emergency key is in a lock box by the outer door. Phone the Facilities Officer or Lodge Booking Officer for assistance (see contact numbers in the Appendix).

Inner Door – Touch keypad to activate  
– Unlock with door code supplied by the Booking Officer

## 2. Power

Switchboard – Open the right hand door  
– Turn on the MAIN SWITCH at the lower left corner (up is on).

- The switchboard is in the hallway opposite the women's bathroom.
- All electrical services will now be on.

## 3. Water System

- The Lodge has a Winter opening procedure and a Summer opening procedure.  
***It is essential that the correct procedure is used.***
- The water valve controls are located under the floor at the top of the bunk wing stairs.

### **'WINTER' OPENING PROCEDURE (1<sup>st</sup> June to 31<sup>st</sup> October).**

1) **CLOSE** hot & cold drain valves

2) **CHOOSE** which tank to use

**USE TANK 4** – unless water level gauge in ski room is below the warning line.

If using tanks 1-3, swap them over daily to keep tanks level (structural requirement).

**Once you choose a tank, ensure that tank valve is OPEN and all others CLOSED.**

Water level gauges for tanks 1,2,3 are on wall of bunk room wing hallway.

3) **TURN ON** water supply switch

4) **CLOSE** all taps and shower controls

### **'SUMMER' OPENING PROCEDURE (1<sup>st</sup> November to 31<sup>st</sup> May).**

1) **CHECK** hot & cold drain valves are **CLOSED**

2) **CHOOSE** which tank to use

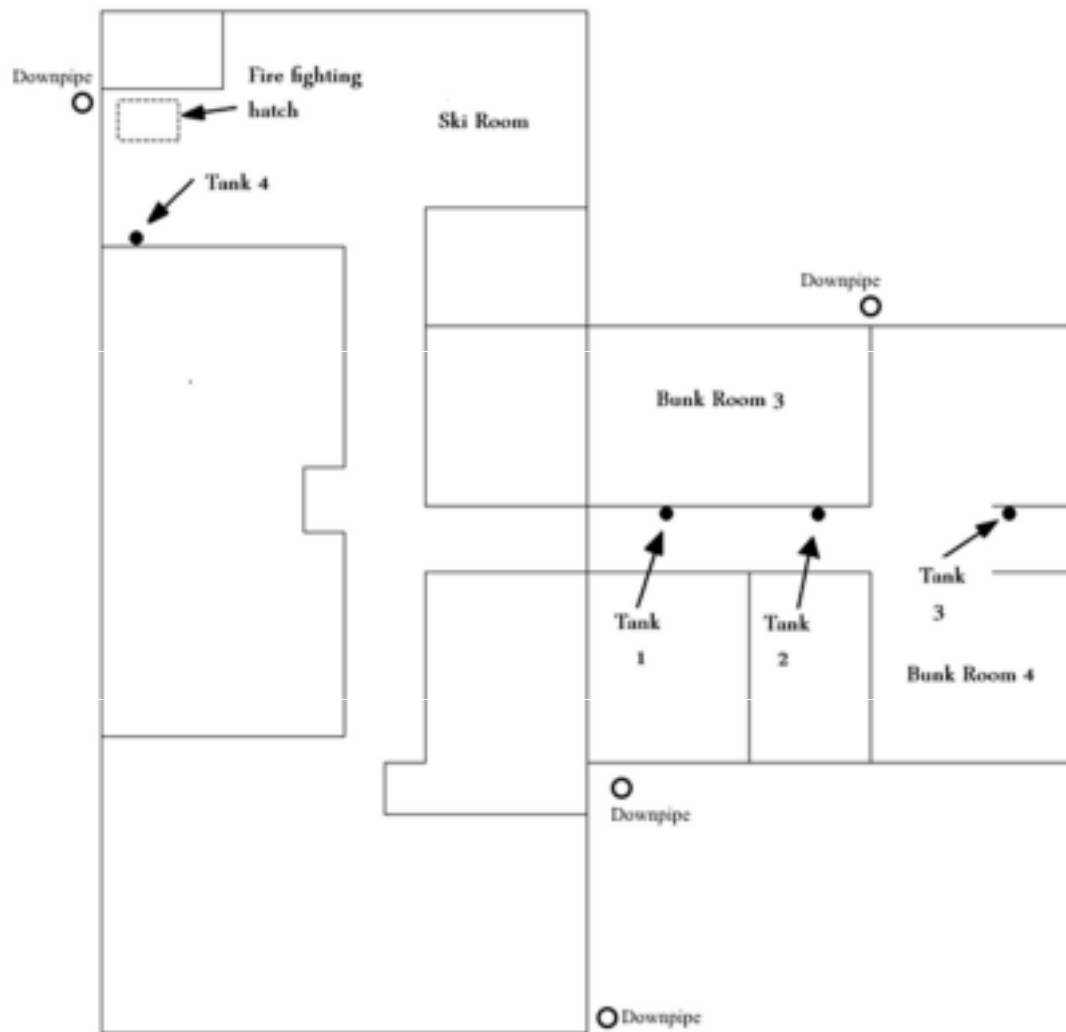
**USE TANK 4** – unless water level gauge in ski room is below the warning line.

If using tanks 1-3, swap them over daily to keep tanks level.

**Once you choose a tank, ensure that tank valve is OPEN and all others CLOSED.**

Water level gauges for tanks 1,2,3 are on wall of bunk room wing hallway.

3) **TURN ON** water supply switch



#### 4. Heating

- When required switch on the following:

Lounge Heat Pumps – Set both heat pumps to 22° with the remotes

Bunkroom Heaters – Use the power sockets linked to the wall thermostats

Bunkroom wing Dehumidifier

# LEADER'S DUTIES

## On Arrival

- 1) Snow clearing – Ensure all exits and the heat pump intake are clear of snow
- 2) Bunk allocation list – Place in holder outside drying room
- 3) Food delivery collection – Note the following
  - During the ski season, provisions are delivered to the RMCA food locker in the front of the Public Shelter building which is accessible via a combination keypad. The door code is written on the blackboard in the ski room.
  - When picking up the food make sure you check it has our Club's name on it. Check the shelves, freezer and fridge in the food locker.
  - Return plastic crates, as we are charged a bond until they are returned.
  - Check off all supplies received against the delivery docket. Tell the Food Officer about any discrepancies as soon as possible – there is only a 24-hour window to get credited for missing items.
- 4) Trip Menu – Place on notice board
- 5) Duty Roster – Place on notice board and ensure guests select their duties
- 6) Consumables audit – Check stocks in bathrooms and kitchen
- 7) Guest's Briefing – Must be given as soon as practical after all guests have arrived
  - Briefing clipboard located in the Manuals Cupboard under the kitchen servery.

## Daily Routine

### Before breakfast

Steriliser – Turn on as per instructions on wall  
– Ensure there is detergent in the container located under the sink  
(Use only Suma detergent 123, which is located in the storeroom)

Heat pumps - Turn on

Toilet paper and rubbish bags in bathrooms – check and action as needed

### After breakfast

Water Tanks – Check water levels and change tanks if necessary

Duties – Check that all duties have been completed

### **Before leaving the Lodge for the day**

Kitchen Appliances – Ensure all appliances are switched off at the wall

– Except the Rheem water boiler, which must never be turned off

Heating – Drying Room: Check that heater is off

– Lounge/Dining: Turn off heat pumps

– Bunkrooms: Turn off heaters and ensure no items are touching them

– Dehumidifier: Turn on in bunkroom hallway to 80% and open all doors in bunkroom wing

– Ski room: Check waxing iron is off and unplugged

Windows – Common areas: Check windows are closed.

– Bunkroom: Leave all windows open on security catches (unless snowing)

Inner door combination lock – Double check door has self locked as you leave

### **On returning to the Lodge**

Heating – Turn on heat pumps, drying room and bunkroom heaters if needed

Steriliser – Turn on

Duties – Remind guests of their evening duties

Head count – Check all guests are accounted for

### **Before going to bed**

Outside doors – Check lounge door is locked

– Check inside front door is closed and locked

– Exterior front door to be left closed but unlocked

Breakfast – Check food is out and cooks are aware of their duties

Steriliser – Drained and turned off

Kitchen appliances – Check they are turned off at the wall

Lounge and dining room – Turn lights and heaters off, or nominate someone to attend to this

Dehumidifier – Turn off in bunkroom hallway

Waxing iron – Check it is off and unplugged

### **Additional Considerations**

- Orange vacuum cleaners – For general use (bagless).
  - Empty into a plastic bag and clean filter outside.
- Yellow vacuum cleaner – Stays in ski room and is for wet use only.
  - Empty after use.
- Walk-in bookings – Don't accept without first consulting the Booking Officer.
- Incident Register and Intentions Register – Fill in as required.
- First aid kits – Re-stock from storeroom supplies as needed.

# CLOSING PROCEDURES

- If no member of an incoming group has arrived before you leave, ensure that contact is made with the leader of that group, to confirm that they will be arriving that evening. If contact isn't made, the lodge water and power must be shut down.

## 1. Cleaning, restocking and Rubbish removal

Cleaning – Instruct guests to clear their bunkrooms and put their bags in the ski room and complete their duties before they leave for their day's activities

Check consumables – Make sure toilet paper and handy towels have been replaced.

Food stocktake – Complete the food stocktake

– Send the form immediately to [lodgefood.officer@wtmc.org.nz](mailto:lodgefood.officer@wtmc.org.nz)

- This is very important so the Food Officer can organize the next order with up to date information.

Rubbish and recycling – Ensure it has been taken to the recycling building

– Ensure the rubbish bags have been replaced

- The recycling building is the first building on the right at the top car park.

## 2. Water system shutdown

### **'WINTER' CLOSING PROCEDURE (1<sup>st</sup> June to 31<sup>st</sup> October).**

1) **TURN OFF** water supply switch

2) **OPEN** both hot & cold drain valves

3) **CHOOSE** which tank to leave **OPEN**

**LEAVE TANK 4 OPEN**, unless water level gauge in ski room is below warning line.

Otherwise choose any of the other tanks.

One tank must be left **OPEN** (all others **CLOSED**).

4) **OPEN** all taps, shower controls and flush toilets

Add 4 squirts antifreeze in each toilet once flushed

### **'SUMMER' CLOSING PROCEDURE (1<sup>st</sup> November to 31<sup>st</sup> May).**

1) **TURN OFF** water supply switch

2) **CHECK** hot & cold drain valves are closed

3) **CHOOSE** which tank to leave open

**LEAVE TANK 4 OPEN**, unless water level gauge in ski room is below warning line.

Otherwise choose any of the other tanks.

One tank must be left **OPEN** (all others **CLOSED**).

### **3. Power shut down**

Appliances – Leave fridges, Rheem water boiler and printer ON

- Turn heat pumps off using remotes
- Turn off all other appliances at wall
- Remove steriliser drain plug
- Check that the ski waxing iron is off
- Check heaters in bunkrooms, drying room and ski room are off

MAIN POWER SWITCH – Turn off at lower left corner of the righthand board

- Do not touch any other switch

### **4. Security**

Curtains – 1<sup>st</sup> June to 31<sup>st</sup> October leave all curtains and blinds open

- 1<sup>st</sup> Nov to 31<sup>st</sup> May close all curtains and blinds

Windows – Check that all windows are locked

Doors – Check that the lounge door is locked from the outside

- Check that emergency door at the end of the bunkroom wing is locked
- Make sure the electronic ski room door has locked.
- Don't lock the outside door from 1<sup>st</sup> June to 31<sup>st</sup> October

Final check – Walk around outside the lodge checking for anything missed



# APPENDIX ONE – Guest Briefing

## General Briefing

THIS BRIEFING IS FOR ALL FIRST TIME LODGE OCCUPANTS and will give guests an idea of how the lodge runs and how you can help make staying here more enjoyable.

### Enjoyment

- Talk about the various activities available on the mountain.
- Suggest they enjoy a 'Happy Hour' before dinner.
- Social opportunities after dinner.
- Check out the amazing morning and evening views.

### Security

- The *front (outer) door* is left unlocked at all times when the lodge is occupied.
- The *inner door* is left closed. The combination code is written on the blackboard in the ski room.
- When you leave the lodge, ensure that the *inner door closes and locks*, even if there are still other occupants in the lodge.
- While we have had no problems with security, the Club accepts no responsibility for valuables or property left in the Lodge.

### Kitchen

- The kitchen is fully equipped. If guests can't find what they need please ask the Lodge Leader.
- Tea, milo and coffee and located under the bench to the left of the microwave.
- The kitchen is a cooks-only zone while meals are being prepared.
- Children must be supervised in the kitchen at all times and are not to enter the kitchen while meal preparation is underway.

### Duty Rosters

- No staff are employed in the lodge. Instead we rely upon *guests to assist with the various cleaning and kitchen duties*. Please do your share. Duties also provide opportunity to spend time with others and to help children learn how to contribute.
- A *duty roster* will be posted on the dining room notice board- please check.
- The roster is arranged by the Lodge Leader; or the Lodge Leader will ask you to pick 2-3 duties when you arrive. Children are expected to help out too.
- If your rostered duty does not fit in with your activities, please discuss with the Lodge Leader to have it changed.
- If you are unsure of what your duty involves, please talk to the Lodge Leader.

### Dishes

- Scrape, rinse and stack dirty dishes to the left of the sink.
- Hand wash dishes in the sink and stack on steriliser trays.
- Put dishes in steriliser.
- Air Dry dishes on rack above the steriliser (no need to use tea towels).
- Put away dishes.

## **Water Conservation**

- The only source of water from the Lodge is from rain and snow melt. So please use water wisely – keep showers to a few minutes, don't run the tap while cleaning your teeth and flush toilets only if necessary.

## **Rubbish**

- General waste – kitchen rubbish bin and chute in kitchen bench.
- Recycling (plastic, glass, paper, cardboard) – in boxes beside the red servery.
- All cans and plastic bottles should be crushed.
- Carry rubbish and recycling down to the recycling centre at the top of the overnight car park. Look for the big recycling logo on the side of the building.

## **Bunk Rooms**

- The bunk allocation list is to the left of the drying room door. The Club provides a mattress and pillow – you provide a sleeping bag (or sheets/duvet) and pillowcase.
- Keep packs and gear clear off the heaters.
- Turn heaters off overnight and when you are not in your bunk room.
- It is recommended that you have the top window open overnight.
- Make sure you use a pillowcase (a spare T-shirt is a good emergency alternative).
- There are extra blankets in the vacuum cleaner cupboard if you are cold.

## **Drying Room**

- The drying room is located on the left of the ski room before entering the hall. Follow the instructions on the wall beside the drying room to operate it.
- Brush off excess snow before entering the ski room.
- Leave outside footwear in the ski room – don't wear them inside the lodge.
- Place boots under the seating area to avoid people tripping on them.
- Please use the ski and snow board racks provided. A work bench is available for waxing skis etc. An iron is provided for waxing, but you need to provide your own tools. Please ensure that the iron is turned off and unplugged after use.

## Safety Briefing

This briefing is so we can keep you safe in the lodge. It is also a legal requirement.

Fire is our Number One risk, because the alpine environment is very dry and there is no fire brigade on the mountain. This means that any fire will take hold very quickly and be very hard to control.

So, be very careful to not start a fire.

If a fire does start, be ready to leave the lodge promptly



There have been several Ruapehu lodges destroyed by fire - TTC in 1954 (left), Ngauruhoe in 1988, Forest & Bird (right) in 2008 and Aorangi in 2015.

### Fire Prevention

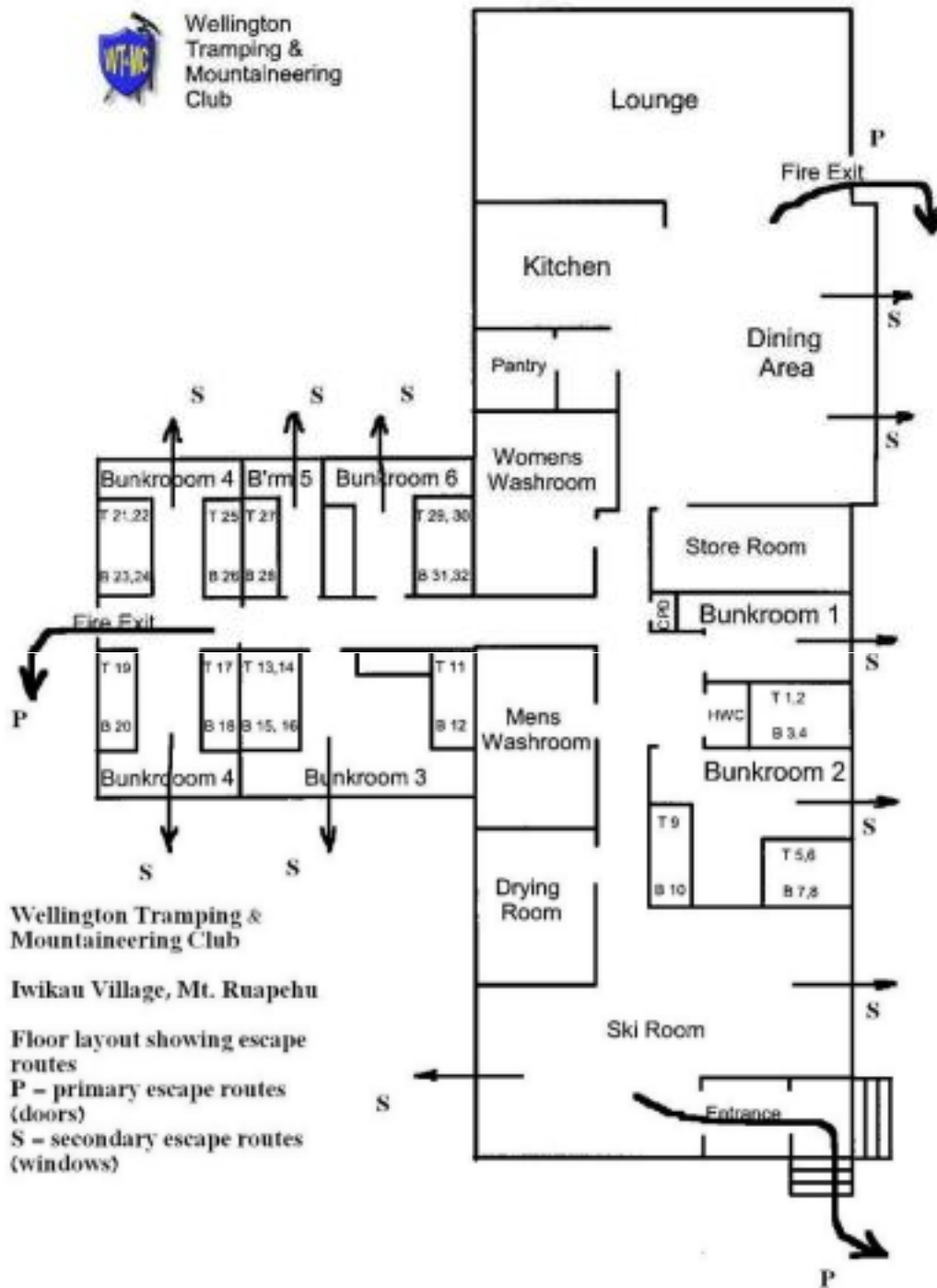
- No Smoking (or vaping) anywhere in the lodge. These activities are only permitted well outside the Lodge. Please be considerate with your butts - make sure they are out and placed in the smokers' metal tin in the ski room.
- Don't dry clothes or gear on bunk room heaters. Use the drying room.
- Keep packs and gear clear of bunk room heaters.
- No candles, stoves or any naked flame in the lodge.
- No deep frying.
- Unplug all chargers, including USB's, when you're not in the bunkroom with them. Use the electrically certified ones in the dining and lounge rooms instead.

### In the event of a fire

- Shout; "FIRE, FIRE, FIRE."
- Activate the nearest fire alarm.
  - These are located by the Fire Exit door to the deck; the front door in the ski room and by the back fire exit in bunk room four.
- Dial 111. Say there is a fire at the Wellington Tramping and Mountaineering Club Lodge, at Whakapapa Ski field, Bruce Road, Iwikau village – 39.2363 °S, 175.5533 °E
  - The fire alarm does not notify the fire service automatically.



Wellington  
Tramping &  
Mountaineering  
Club



## Lodge Evacuation

- Lodge exits are the front door, lounge deck door and the door at the end of the bunkroom wing. Familiarize yourself with the locations of these.
- You can vacate the bunk rooms via the window. However, this may not be possible if there is snow and ice built up outside the window.
- Assemble at the Serac Lodge.
- DO NOT re-enter the lodge.
  - Keep a torch, jacket and outside footwear near your bed at night.

## Firefighting equipment

- Only attempt to fight the fire if you have sounded the alarm and you have fire fighting experience. Familiarise yourself with the operation of the fire extinguishers.
- Fire Extinguishers – in kitchen, lounge, ski room and every bunkroom.
- 2 Fire blankets in the kitchen – beside the fridge and the microwave.

## Mountain Safety

- The Lodge is in an alpine environment and on the slopes of an active volcano. The Lodge is located at 1600m, the top of the mountain is 2700m.
- Before leaving the Lodge, at any time (day or night) and for any reason:
  - Make sure someone else knows your intentions and when to expect you back.
  - Complete the *intentions sheet*, if you are tramping, going on an alpine trip, or skiing outside of the ski area boundary.
  - Make sure you have *adequate clothing*. Even on a fine day, make sure you have gloves, hat and a wind-proof layer.
  - *Drink plenty* before you head out and while you are on the mountain. Because of the altitude, dehydration can occur even on cold and overcast days.
  - Always supervise children in your care.
  - Take precautions for sunburn and wind burn.

## Volcanic Eruption

The major hazard in the event of an eruption is from lahars. Lahars are flows of water, snow, mud and other debris from an eruption of the crater lake. Lahars can flow down the mountain at extremely high speeds.

- In the event of an eruption, *sirens* will sound on the ski field.
- If you are on the mountain, *move out of valleys and gullies*, and on to high ground.
- If you are in the Lodge or any building, *stay indoors*.
- Our lodge is not in a known pathway of lahars, so *stay put!*
- *Do not attempt to leave the mountain* – the Bruce Road is not safe

## Avalanches

- Avalanches do occur on this mountain. Unless you have adequate experience, stay within the ski-field boundaries, and obey ski patrol signs.

## First Aid

- First aid kits can be found in both bathrooms in the drawer under the bench.
- If you use anything from the first aid kits, tell the Lodge Leader so they can replenish them from the storeroom.
- During the ski season, contact the ski patrol or call into the Medical Centre at the Top of the Bruce.
- Outside the ski season, if assistance is required, phone calls can be made from any open lodge or any facilities that may be operating. There is reasonable cell phone coverage above the bush line in the Whakapapa area.

# APPENDIX TWO – Safety & Emergency Procedures

## Fire Safety

*As Lodge Leader you are the Fire Warden.* You are responsible for the following in the event of a fire:

- Set off the fire alarm.
- Ensure a 111 call has been made.
- Ensure all occupants are evacuating to Serac or Graduates ski lodges.
- Carry out an area check of all rooms, if safe to do so.
- Put on the Leaders' high visibility jacket located in the ski room and remove the trip list with occupants' names from the ski room, if safe to do so.
- Ensure that all occupants are accounted for at the assembly area. Use a trip list to make sure everyone is out of the building – don't rely on word of mouth.
- Assess if there have been any injuries during the evacuation procedure.
- Once occupants are accounted for, consider what to do next for shelter.
  - If the fire is localised, with easy access and a clear escape route, use an extinguisher, fire blanket, or water bucket in an attempt to put the fire out.

## Fire Alarm Activation

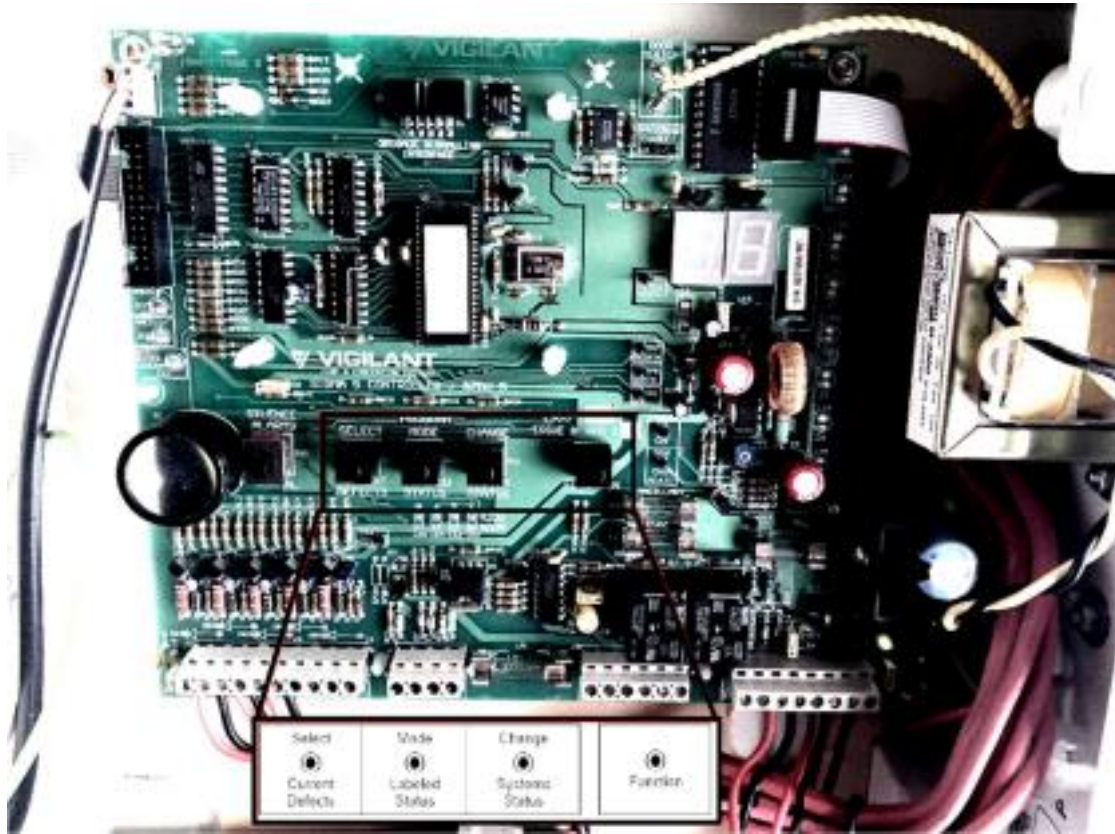
- First Action; follow evacuation plan/drill and Dial 111.
- If you are certain of and can identify a false alarm:
  - Go to fire panel in ski room next to entry door located in the bottom section of the window.
  - Place small key in '**Silence Alarm**' slot and turn to silence audible alarm.
  - Go outside to view panel index (floor plan) through window to determine what part of building activation has come from.
  - Walk the identified part of the building checking all smoke heads/thermal detectors/manual call points.
  - If a smoke head has activated the alarm, it will have a steady indicator light illuminated. Record number on side of unit (number will be for example 2-13).
  - This is important for fault finding if alarm has a defect. The thermal detectors and manual call points do not have indicating lights to show they have activated.
- If you cannot identify what activated the alarm DO NOT open fire panel or press any buttons.
- If you can identify the cause and have recorded the number.
  - Go back to panel, open the door and follow the reset instructions below in this manual.
  - The panel should then settle steady green '**NORMAL**' at top of panel. If panel does not settle on normal, STOP! Panel has self-diagnostics, and repeated pressing may wipe vital stored information.
  - Close door, turn silence alarm key back to normal and remove key
- If the above fails you have a problem you cannot solve, go no further, do not press any more buttons, call Richdales Fire and Security for help. (Their 24hr help number is on front of fire panel).
- The alarm is a stand-alone system that is not monitored by the Fire Brigade.

Alarm box



- To silence the alarm.
  - Put the first key into the '**Silence Alarm**' keyhole and turn.
- To hold a trial evacuation
  - Put the first key into '**Evacuation**' keyhole and turn.
- To Reset the Alarm Box
  - Use the second key to open the white box. On the circuit board panel, there are four black buttons:
  - Momentarily press **Function**.
  - Press and hold **Select/Current Defects**.
  - IMPORTANT DO NOT TOUCH "**Labelled Status**" & "**Systems Status**" Buttons.
  - The yellow Defects light may flash. This will clear when panel closed. Green Normal light should come on.





## Mountain Safety

As lodge leader you need to be aware of the following:

- **Intentions Book** – Make sure guests know to complete the Intentions Book if they are going tramping or on a ski or alpine trip outside the ski boundary.
  - If the party are not back by their expected return time, make contact if possible.
  - Alert the Facilities Officer and Search and Rescue (SAR – dial 111) if the party has not returned to the lodge some hours after their expected return time, and there has been no contact with them.
  - Assist SAR if you have contacted them or if the party themselves has raised the alarm.
- **Incidents** – In the event of an incident at the lodge, your first job is to ensure that it is managed effectively and safely.
  - Ensure that injured persons are treated.
  - Call for help if needed – neighbouring lodges, In winter, the Whakapapa Urgent Care Centre – Base Area, next to traffic boom gate – 07 8086151 / 027 2683428.
  - Or ring 111 – our location is WT&MC Lodge, at Whakapapa Ski field, Bruce Road, Iwikau village. 39.2363 °S, 175.5533 °E
  - Fill in Incident Book and inform the Facilities Officer.



- **Power Failure** – In the event of a power failure, the emergency lights will come on. These will last for approximately 20 minutes, enough time to vacate the lodge if needed.
  - There are spare torches in the Storeroom.
  - Without power, the roof header tank will not refill. Do not flush the toilets and conserve water. Fill containers with drinking water.
  - If you run out of water, bucket water out of the fire hatch in the ski room.
- **Volcanic Eruption/Lahars** – All the ski club lodges located at Iwikau Village are not considered to be at risk from lahars, flying rocks or other severe volcanic hazards.
  - If an eruption occurs stay inside, immediately shut all doors and windows and wait until clearance is given to leave.
  - Remove the plastic caps at the bottom of the four downpipes ASAP, to prevent water contamination. Store in the hot water cupboard.
  - Ashfall may create nuisance value, contaminate water supplies and make surfaces slippery to walk on or roads to drive on.
  - Lahars coming down rivers may threaten bridges and people crossing them.



- If people, especially children, have respiratory any problems (e.g. asthma) stay indoors. If you must leave, cover your nose and mouth.
- The Lodge Leader should liaise with WHL, DOC and Police.
- Register and record the names of all persons in the lodge, and any known to be missing. If injuries or worse are reported call 111.
- Whakapapa Holdings Ltd will set up a local incident control point on the ski area, and DOC and the police will do the same in the DOC office at Whakapapa Village.
- Official information should be sought from 0800 DOC HOT which will be updated as necessary by DOC, especially when the situation changes.
- Listen for news on a local radio station.
- Do not travel down the roads until clearance is received about bridge safety.

## APPENDIX THREE – Water System Troubleshooting

### No running water

- Is there water in the tanks? Check all the tank levels (see Pg 3).
- Select a full tank, making sure both drain valves are off.
- Is power on? If not, turn on at bottom left of right hand switch board.

### Power is on and pump is not running

- Check that the pump switch under the water supply hatch is on.
- Check that the circuit breaker on the pump itself is on.
- Check the circuit breaker on the power board is on.
- If after trying the above, the water is still not running, there may be a problem with the pump. Phone the Facilities Officer or Maintenance Officer for assistance.

### No hot water

- The hot water cylinder is in the cupboard between bunk rooms 1 and 2. The key for this cupboard is on the tool board in the storeroom.
- Is the hot water cylinder turned on? If not, turn it on.
- Check that the circuit breaker is on. If not switch it back on. If it trips again contact the Facilities Officer or Maintenance Officer.

## APPENDIX FOUR – Seasonal Changeovers

On 1<sup>st</sup> November each year the Lodge needs to be changed over from ‘Winter running’ to ‘Summer running’.

On 1<sup>st</sup> June each year the Lodge needs to be changed over from ‘Summer running’ to ‘Winter running’.

### Winter to Summer

- Open the left-hand switchboard (essential circuits) and Turn OFF circuit breakers that are marked ‘Winter only’.
- Open centre switchboard and Turn OFF ‘Downpipe Heating Cable’.
- Ensure the water supply is set to tank 4.
  - In summer, there is no need to shut down water system when leaving the lodge.
- In midsummer (January/February/March) when it is particularly dusty, remove the plastic caps at the bottom of the four downpipes to prevent water contamination. Store these caps in the hot water cupboard.

### Summer to Winter

- Open the left-hand switchboard (essential circuits) and turn ON circuit breakers that are marked ‘Winter only’.
- Open centre switchboard and turn ON ‘Downpipe Heating Cable’.
- Check the water supply configuration.
  - In Winter mode, the water system must be drained when leaving the lodge.
- Reinstall the plastic caps at the bottom of the four downpipes. These are in the hot water cupboard.

## APPENDIX FIVE – General Items

### 1. Barbeque

- The barbeque in the ski room is available for all, but must be used outside only.
- The gas bottles are located under the dining room seat immediately to the left of the storeroom door. To access the gas bottles, open the seat and lift the wooden hatch on the floor under the seat. The bottles are below the floor.
- If a gas bottle runs out, either have it refilled at National Park or bring it back to Wellington for refilling. Keep the receipt and the club Treasurer will reimburse you. Or advise the Lodge Booking Officer of the need for refilling.
- Do not leave bottles empty at the lodge, as they are needed during power cuts, etc.
- Make sure you clean the barbeque before putting it back in the ski room.

### 2. Broken windows

- In the case of a window being damaged, cover the windows with plywood panels and notify the Maintenance Officer immediately.
- These are in the loft, above the hall exit from the ski room.
- The key is in the storeroom above the door.

### 3. Catering and Food Supplies

- There should be sufficient fresh food supplied to cater for your trip.
- If you require additional supplies, please contact the Food Officer (see contact numbers in the Appendix). Don't place orders directly with the supplier.
- When using non-perishables from the storeroom, use the oldest stock first.

### 4. Cleaning materials/equipment

- These are kept under the benches in the bathrooms and under the kitchen bench.
- Additional cleaning supplies are under storeroom end of the dining room seats.
- Mops, buckets and brooms are in the ski room beside the work bench.
- Vacuum cleaners can be found in the hall cupboard outside bunk room 1. (the yellow vacuum cleaner in the ski room is for wet use only).

### 5. Daily menu

- Food needs to be allocated daily. This is best done at the beginning of the day. Where required, recipes are supplied with the menu. Recipe books are in the cupboard under the kitchen servery.
- Before taking supplies from the storeroom, first check there are none in the pantry.
- Flour is in a plastic drum in the pantry. Please keep it there, not in the storeroom.

### 6. Duty Rosters

- These should be completed on the day of arrival if possible.
- Take into account guests' preferences, skills, ages and intended activities.

### 7. Lost Property

- Place any lost property in the box under the barbeque in the ski room.
- Notify the Booking Officer.

### 8. Tea Towels

- Please take home and wash all used tea towels.
- Return to the Lodge Booking Officer.

## APPENDIX SIX – ROSTERS AND FORMS

### First Aid Kits

Description	Kit contents	On hand	Required
Contents of standard OSH 25 person first aid kit:			
Plasters, 25/pkt (Band-Aid)	1		
Fabric dressing strip, 7.5cm x 1m	1		
Adhesive tape, waterproof 2.25x98cm (Neopore)	2		
Wound closure strips, 3x76mm, 6/pkt	2		
Triangular bandage	2		
Safety pins, assorted, 12/card	1		
Wound dressing, #14	2		
Combine dressing pad, 20x20cm	2		
Non-stick dressing pad, 7.5x10cm	4		
Crepe bandage, 5cm	2		
Antiseptic wipes	10		
Disposable latex gloves, pr	4		
Resuscitation mask	1		
Saline, 15ml	6		
Eye bath, plastic	1		
Sterile eye pads	4		
Scissors, stainless steel	1		
Tweezers, 9cm	1		
Splinter probes, 5/pkt	1		
Hepatitis warning label	1		
Additional items:			
Crepe bandage 7.5cm	2		
Crepe bandage 10cm	1		
Band-Aid Extra Wide, 40/pkt	1		
BurnAid cream, 25gm tube	1		
Panadol, 20/pkt	1		
Disprin, 48/pkt	1		
CepacolPlus, 16/pkt	1		

## Duty Rosters

### Week Duty Roster: 3-6 days

Leader: \_\_\_\_\_

Dates: \_\_\_\_\_

(The recommended number of people required for each duty are shown and are based on 32 persons)

DUTY		Arrival Day	Day 1	Day2	Day 3	Day 4	Last Day
Cook and Serve Breakfast	2	n/a					
Clear Tables and Wash Up	3	n/a					
Rubbish Disposal to Recycling Station	1	n/a					
Pre - Dinner Wash Up	2						n/a
Prepare Happy Hour Food	1						n/a
Prepare Evening Meal	3						n/a
Cook and Serve Evening Meal	2						n/a
Clear Tables and Wash up	3						n/a
Late Night Wash up and Drain Sterilizer (Last person to bed)	1						n/a
Clean Washroom Toilets and Showers	2	Men's Women's					
Wipe all Lodge Window Sills Dry	1	n/a					
Keep exits clear of snow. Tidy Ski Room, entrance Lobby and Drying	1						

Room – Mop Last Day or as Required							
Clean Stove inside and out	1	n/a					
Clean Both Fridges and Microwave	1	n/a					
Vacuum & Mop Lounge & Dining area; Kitchen and Store Area; Drain Sterilizer	3	n/a					
Vacuum and Clean passages & Stairs	1	n/a					
Vacuum and Clean Bunkrooms		n/a	Occupants	Occupants	Occupants	Occupants	Occupants

## Weekend Duty Roster

Leader: \_\_\_\_\_

Dates: \_\_\_\_\_

<b>Duty</b>		<b>Names</b>		<b>Duty</b>		<b>Names</b>	
<b>FRIDAY</b>				<b>SUNDAY</b>			
Collect food from public shelter in carpark	4			Cook and serve breakfast	2		
<b>SATURDAY</b>				Clear Tables and wash up	4		
Cook and serve breakfast	2			Rubbish disposal to refuse centre in carpark	1		
Clear Tables and wash up	4			Clean washrooms, toilets and showers	2	Men's	Women's
Rubbish disposal to refuse centre in carpark	1			Wipe all window sills dry	1		
Prepare evening meal	3			Clean stove inside and out	1		
Prepare happy hour food	1			Clean both fridges and microwave	1		
Cook and serve evening meal	2			Vacuum and clean bunkroom wing (bunkrooms 3-6)	2		
Clear Tables and wash up	4			Vacuum and clean bunkrooms 1-2 and hallway	1		
Clean washrooms, toilets and showers	2	Men's	Women's	Sweep and mop ski room and drying room	2		
Wipe all window sills dry	1			Vacuum and mop lounge, dining area, kitchen and store-room. Drain sterilizer	3		
Clear drying room, turn off heaters	1						
Late night washup and drain sterilizer	1			<b><i>The recommended number of persons for each duty are shown, based on a weekend of 32 persons.</i></b>			

ONLY COUNT UNOPENED PACKAGING						
Description	Unit	Store Room		Kitchen		Pantry
		Shelves	Fridge/Freezer	Fridge	Freezer	
<b>Dried Goods</b>						
Coffee Filter	Bag					
Flour	5kg					
Rice	3kg					
Nacho Chips	1kg					
Lasagna Sheets	250g	If < 6				
Spaghetti Dried	500g	If < 6				
Pasta Fusilli	500g	If < 6				
Macaroni Elbows	500g	If < 6				
Canned Tomatoes	Can	If < 6				
Tomato Paste	Can	If < 6				
Fruit Canned	Can	If < 6				
Jam	Jar	If < 6				
<b>Fruit &amp; Vegies</b>						
Broccoli	Heads					
Cabbage	Whole					
Capsicum	#					
Carrots	#					
Celery	#					
Courgette	#					
Cucumber	#					
Garlic	Bulb					
Kumara	#					
Lettuce	Heads					
Mushrooms	kg					
Onions	#					
Parsnips	#					
Potatoes	kg					
Pumpkin	Whole					
Tomatoes	#					
Lemon	#					
Apples	#					
Bananas	#					
Kiwis	#					
Mandarines	#					
Oranges	#					
Comments - Include any maintenance items				Date		
Was the lodge clean and tidy on your arrival?						
TAKE A PHOTO OF THIS FORM AND THE OTHER SIDE OF THIS PAGE AND EMAIL TO LODGEFOOD.OFFICER@WTMC.ORG.NZ						



ONLY COUNT UNOPENED PACKAGING						
Description	Unit	Store Room		Kitchen		Pantry
		Shelves	Fridge/Freezer	Fridge	Freezer	
<b>Dairy</b>						
Plain Yoghurt	kg					
Fruit Yoghurt	kg					
Butter	500g					
Margarine	450g					
Cheese Block	kg					
Parmesan Shredded	kg					
Milk	2L					
Sour Cream	500g					
Eggs	tray					
<b>Breads</b>						
White Loaf	#					
Wheatmeal Loaf	#					
Slob Cake	#					
Buns	#					
Garlic Bread	Twin Pack					
Wraps	Bag					
<b>Meat</b>						
Mince	kg					
Beef Diced	kg					
Mince Patties	#					
Sausages	kg					
Chicken	kg					
Fish	#					
Vegetarian Patties	kg					
Vegetarian Sausages	kg					
Bacon	kg					
Salami	kg					
Shaved Ham	kg					
<b>Frozen</b>						
Potato Chips	kg					
Potato Wedges	kg					
Frozen Veg Mixed	kg					
Frozen Peas	kg					
Frozen Corn	kg					
Frozen Beans	kg					
Ice Cream	Tubs					
<b>Comments</b>						

## APPENDIX SEVEN – Club Contacts

### Important contact details

Name	Lodge Role	Phone Number
Sam Kempthorne	Booking Officer	021 2427136
Rene Van Lierop	Food Officer	021 740 930
Roger Bolam	Maintenance Officer	021 407123
Miles Davison	Facilities Officer	027 5144222
WTMC Lodge	Landline	07 8923874
Serac Lodge	Lodge passed on way here	07 8923831
Grads Lodge	Lodge seen from dining room	07 8923888