

TRISSANA SKI LODGE INCORPORATED

Lodge Captain's Information Sheet and Report

NOTES FOR LODGE CAPTAIN:

- Accommodation is limited to a maximum of **12 persons** at any one time. Details of who is occupying each room on a particular night are to be provided on the form on page 2
- On arrival, check **EXITS** for emergency evacuation in case of **FIRE** (check and dig snow from outside doors, especially doors leading out from bedrooms 1, 3 and 5)
- The Lodge Captain must sign the form on page 2 indicating that all occupants have been informed of and understand the **Fire Safety Instructions and any other requirements (including Covid plan requirements)**
- The Lodge Captain is to ensure that all occupants are aware of the **Lodge Code of Conduct** (including notes relating to our environmental responsibility) detailed on page 4
- The Lodge Captain is to allocate cleaning responsibilities that are to be completed before 11:00am on the Saturday at the end of the week (or on the last day of departure). Everyone is to leave the Lodge by 11:00am unless prior arrangements have been made with the incoming Lodge Captain. Gear may be left downstairs in the workroom if departing later than 11:00.
- The Lodge Captain is to ensure that the cleaning checklist (detailed on pages 5 & 6), and any additional cleaning required e.g. by the COVID plan, is to be completed on **ARRIVAL** and **DEPARTURE**
- Please list any general comments, items inoperable and repairs needed on page 7.

FEEDBACK FROM THIS REPORT WILL HELP MAINTAIN A HIGH STANDARD OF ACCOMMODATION

Accommodation arrangements for period.....

Room No.	Saturday night (Name of occupant)	Sunday night (Name of occupant)	Monday night (Name of occupant)	Tuesday night (Name of occupant)	Wednesday night (Name of occupant)	Thursday night (Name of occupant)	Friday night (Name of occupant)
1							
1							
2							
3							
3							
4							
5							
5							
6							
6							
7							
7							

Signed:..... (Lodge Captain)

FIRE SAFETY INFORMATION

1. **There is a total ban on smoking anywhere within the Lodge.**
2. **There is to be no deep frying in the kitchen.**
3. **Occupants are to be made aware of the location of the fire safety facilities and equipment:**
 - the upstairs and downstairs lodge exits
 - the smoke/heat sensors
 - the hand-held fire extinguishers
4. **Occupants are to be made aware of the fire drill.**

In the event of fire, the following actions are to be undertaken:

- arouse other residents
- phone for help if possible (the Fire Brigade number is programmed into the kitchen phone)
- fight the fire if practicable
- abandon lodge and gather on the road (Peer Gynt) side of the Lodge for counting and checking by the Lodge Captain
- give first aid if necessary
- do not endanger yourself or others by efforts to save possessions
- follow all instructions given by the Lodge Captain

CODE OF CONDUCT

<u>AREA</u>	<u>EXPECTED BEHAVIOUR</u>
ALCOHOL	Excessive consumption of alcohol that might affect the behaviour of a person and lead to the discomfort of other guests is not permitted.
SMOKING	Smoking is not permitted in all areas of the Lodge.
DRUGS	Illegal drugs are prohibited.
PERSONAL CONDUCT	The living arrangements in club ski lodges such as Trissana brings people into close association with each other. Everyone should therefore take extra care and consideration and respect the privacy of other guests. Display good manners and good sense at all times to ensure the comfort and peace of mind of all. Harassment or perceived harassment of anyone will not be tolerated.
PRIVACY	The bedroom doors have no locks so respect the privacy of other people, their possessions and their rooms by not entering another person's room without their permission.
LODGE PROPERTY	We all share the responsibility of looking after the ski lodge. Please ensure the lodge is securely locked when not in attendance. Trissana property must not be removed from the lodge without proper authorisation. Nor should it be used for any improper purpose or willfully damaged.
ENVIRONMENTAL	Please do not feed animals and birds. Please do not put foreign matter down sinks, toilets etc. Please only use low/non phosphate, biodegradable detergents.

CLEANING PROCEDURES

LODGE CAPTAIN:.....

PERIOD:.....

On ARRIVAL and DEPARTURE please carry out the following checks by filling in the boxes (with a tick or cross). Also refer to the COVID plan for special cleaning requirements. Any comments and problems should be reported on page 7. Was the following cleaning and tidying-up completed?

Area	Arrival	Depart	Details of work to be done and other information
Fridge clean?			All shelves, including vegetable bin and inside & outside walls wiped clean. Fridge is to be left open if closing down lodge, otherwise close door.
Ovens and stove clean?			Wipe oven doors inside and out and inside of ovens so they are not greasy, wipe stove tops.
Sink and bench tops clean?			Wiped clean.
Un-used food disposed of?			Black bags are for general garbage (including food scraps). Clear bags are for recyclables (but not paper or cardboard – see below).
Garbage disposed of?			Garbage bags are to be left in the metal garbage receptacle at the downstairs entrance to the Lodge. Paper and cardboard should be bundled, tied up separately and also placed in the metal receptacle.
Dishwasher empty?			Make sure it is put on to wash before you leave. If time allows, empty dishwasher and put plates etc away.
Microwave oven clean?			Wipe inside & out, and wash glass plate.
Lounge/dining room & kitchen clean and tidy?			Vacuum floor, mop wood floor. Wipe top of dining room table, coffee table & radio. Put away papers, games etc.
Conversation pit clean?			Vacuumed & pillows tidy.
Fireplace clean and tidy?			Fireplace swept. Only excess ashes need to be removed from fire box and placed in the metal bin in the workroom.
Hall & stairway clean?			Swept and vacuumed as appropriate.

Area	Arrival	Depart	Details of work to be done and other information
Upstairs showers, toilets & basins clean?			Floors swept & mopped, shower stalls wiped down, wash basins & cabinets clean, toilets & seats cleaned. Replace soaps in showers & wash basins & toilet rolls if necessary. Provide a spare toilet roll in each toilet cubicle.
Downstairs shower, toilet & basin clean?			As above
Bedroom 1 clean and tidy?			Floors vacuumed, including under beds. Mirrors wiped, wastepaper baskets emptied. Blankets folded neatly.
Bedroom 2 clean and tidy?			As above.
Bedroom 3 clean and tidy?			As above.
Bedroom 4 clean and tidy?			As above.
Bedroom 5 clean and tidy?			As above.
Bedroom 6 clean and tidy?			As above.
Bedroom 7 clean and tidy?			As above.
Drying room clean?			Benches wiped down, floor swept & mopped.
Laundry and ski storage area clean?			Swept & mopped.
Locker room & changing area clean?			Floors swept.
Work room clean & tidy?			Floor swept.
Firewood stacked inside?			Stack under bench & halfway up back wall of drying room. Place dry wood on top of wet. Re-stock cupboard next to fireplace.
Snow cleared from FIRE exits?			Check all bedroom exits provide easy egress, esp. rooms 1, 3 & 5.
Outside of Lodge clean?			Any rubbish picked up, no bottles or cigarette butts left outside.
Barbecue clean?			Clean hot plate & grill. Wipe hood clean. Ensure gas bottles are turned off.
Items missing or inoperative?			Replace light bulbs, and report any breakages or inoperable appliances to the Booking Manager.

TRISSANA SKI LODGE INCORPORATED

GENERAL COMMENTS / REPAIRS NEEDED

Please include any comments and/or repairs required noted during your stay.