

# OPENING TOORBUNNA SKI LODGE



## COLD WATER

The in ground water supply box is located two strides out towards the road from the southern corner of the fire hose box on village road

1. Open 'Main Supply' and close the air vent, located in the underground box by the village fire hose box (*open the green handle water tap by turning handle anticlockwise to place it parallel to the pipe, close the air vent by turning the blue handle down to the left.*)

*Please do not force any of the valves. If a valve jammed (probably frozen), pour hot water on it.*

2. Close all drain valves

- a) Shut the blue drain valve on the inlet line, located by the water filter in the workshop. (*Red ball valve should have been left shut*)

- b) Shut blue handle drain valve on the hot water cylinder labelled "**in use**"

*Check the green inlet and orange outlet cylinder valves are open*) Shut the cold tap on the downstairs toilet sink, leave hot tap open release the air from the hot water cylinder.

*Check the trap in the kitchen sink is free and not frozen.*

- d) Shut the 3 drain valves in the men's bathroom.

*Two in the service area behind door & one under basin cupboard.*

- e) Shut taps on bathroom basins, showers and kitchen sink but **not until the air has cleared** to avoid water hammer bursting pipes.

The hot taps take longer to be free of air due to the hot water cylinder

3. Check that the toilet bowls are not frozen and if needed thaw with hot water before use.

## GAS

Open the valves on the three gas cylinders labelled "in use" and check that the red changeover valve points to the cylinders in use.

## HOT WATER

1. Wait until the air water mix clears and only water runs from the hot water tap on downstairs toilet sink. (*lots of air will be released from the hot water cylinder as it fills with water*)

2. Turn the black knob at the base of the cylinder to the ignition symbol \*

3. Push the black knob down until the star disappears to allow the pilot gas through,

4. Press the black ignition knob repeatedly until the pilot ignites; this can be seen through the top of the lower front cover in a reflector located in the bottom right hand corner.

5. Keep the black knob depressed for 20 seconds after the pilot lights, Release the black knob, check that the pilot is still alight, then turn the black knob anticlockwise to a setting of "7"

*If the pilot light has been alight and then goes out the black knob cannot be depressed for 60 seconds until the safety cut out has cooled and reset. Then proceed as in step 3.*

*When using one cylinder and a second needs to be started, see system information bottom of page one.*

## ELECTRICAL

Switch on (*down*) the three 12 volt main switches located on the "Yellow label switchboard" in the workshop.

1. General switch for cd/tape players, light switch timers, smoke detectors, relays etc.

2. Inverter switch.

3. Supply to the automatic lights. (solar switched supply)

The switch panels "Pink label" lights and "White label" generator, circuit breakers can be left on.

Check the fire alarm system is operating (siren, indicator lights and exit door signs) by pushing the manual alarm button on the main alarm panel. The alarm can be cancelled by operating the top switch on the panel.

*Generator; it is easier to fill it with petrol during daylight hours and turn on the petrol to allow the carburettor to fill ready to start later, roller door key hangs on the end of the kitchen notice board*

# **CLOSING THE LODGE**

## **GAS**

1. Shut the gas to the hot water cylinder in use by turning the black knob on the gas control clockwise to the off position, labelled with a black dot. Leave open, the yellow gas supply valve which is cable tied open.  
*(to save dumping excessive hot water shut the gas control during the morning, when all showering etc has finished as there should be sufficient hot water in storage for normal lunch time use)*
2. Shut the valves on top of each gas supply cylinder in use.

## **WATER**

1. Fill and leave two kettles full of water, so they can be used for defrosting pipes toilets etc
2. Shut off the main supply, located in the underground pit near the village fire box,  
Shut main valve (turn green handle clockwise to be 90° to the pipe)  
Open the air vent (turn blue handle up to the right to be now be parallel to the valve)
3. In the workshop, open the blue handled drain valve at floor level in the water main inlet line. Water will be heard running through the open valve. The red drain valve can be left shut.
4. Open the blue drain valve on the hot water cylinder in use
5. Open all the hot and cold taps to the downstairs toilet sink, kitchen sink, showers and hand basins in both bathrooms.
6. Open the three drain valves in the men's bathroom, two are in the service area, one is under the left hand basin.
7. Flush the two upstairs bathroom toilets to avoid water freezing in the cisterns, as the water stops flushing give it a second flush to clear any remaining water.
8. The downstairs toilet cistern is self draining.  
*(Kitchen and bathroom taps need to be opened to let air in to release any water trapped in the pipes and do not need to be opened fully, downstairs sink taps should be opened fully)*

## **ELECTRICITY**

1. Switch off the three 12v main switches on the yellow label power board located in the workshop.
2. The 240v circuit breakers on the blue and yellow labelled boards can be left on.
3. The solar panels and batteries are automatically controlled and independently fused.

## **WOOD HEATER**

Check that the door is firmly closed and the flue shut.  
Leave plenty of firewood and kindling for your fellow members.

## **WINDOWS**

Check that all windows are locked shut and the curtains and blinds closed.

## **DOORS**

1. Check that all five exterior doors are locked. Note the doors from the lounge room and by the drying room need to be locked with a key from the outside and can always be opened from the inside for emergency use.  
*(check handle from outside to confirm it is locked)*
2. Check that generator fuel tap is shut & roller door is locked and the key hung on the kitchen notice board.
3. Open the drying room door and wedge it open.
4. The doors to the wood area and the bottom of the internal stairs are to be left shut.

## **GARBAGE**

Take this away with you.