

Daily Duties & How to do them

This notice has annual changes and must be read in full by ALL Members & Guests

It is a condition of accommodation that residents:

- Contribute to the harmony of the Lodge
- Assist the Lodge Captain
- Perform their allocated tasks.

COVID-19 remains an ever-present concern

- Residents **MUST** comply with the Lodge's COVID-19 Safety Plan and current Government Issued Health Directives.

All Guests

- Ku-ring-gai is a private club lodge for the use of Members & their friends. It is maintained by the personal efforts of members. We ask that you treat it as you would your home.
- Your Lodge Captain is a voluntary conscript who is on holidays too. Please carry out the daily tasks allotted to you, preferably before going out in the morning.
- Keep your own room & bathroom clean & tidy. Vacuum your room, mop shower, clean water off water in the shower with squeegee & clean hand basin.
- Dishwasher - load, wash & especially empty. Use special detergent.
- Assist in keeping the Lodge tidy & also assist other Guests with their Duties.
- **Important:** Know the Fire Drill, plus the use & location of Extinguishers, Fire Hoses, Fire Blankets in the Kitchen & Emergency Exit Routes.
- The Lodge Manual contains the Operating Instructions for most things.
- Please complete your tasks & vacate your room for incoming guests by 10 am Sunday.
- Soiled linen - take to Bottom Ski room on Sunday - DO NOT FOLD
- Note - only ONE towel per guest.
- **Smoking is NOT permitted inside the Lodge**

Weekend & Part Week Guests

Weekend and Part Week guests, whether KAL members or not, **rank second** to Weekly Residents. They must contribute to the smooth running of the Lodge by undertaking duties allotted duties. e.g. Set the fire, do the washing-up, tidy Kitchen, Ski Rooms, etc.

Lodge Captain

- **Allocates duties** amongst guests. The list does not imply equality of activity. We suggest that they are spread, grouped & done in common as befits the physical & intellectual demands of the tasks.
- **Supervises** the carrying out of Lodge Duties. Coopt all residents in maintaining the general tidiness of the Living Room, Kitchen, Dining Room, Loft & the overall smooth & harmonious running of the Lodge.
- **On Sunday** completes the Weekly Report & collects money for phone & non-resident's meals.
- **Return report** & money to - Lodge Administration - PO Box 1273, Manly 1655.
- **Lodge Captain's Cupboard** is for the Lodge Captain's use. Master Key, Cash Tin, Laundry Slips, A4 pads, Pens & Emergency Torches.
- **Garbage** Collection Monday & Thursday EARLY (by 8:30 am) Ensure that the Outdoor Bin does not get buried - continually lift above the snow.
- **Dirty Linen** Last week's dirty laundry is handled by incoming Lodge Captain.

Sunday	<p><u>Beginning of week</u>, count items, place in laundry bags; DO NOT FOLD</p> <p>Fill out Laundry Slip in duplicate</p>	<p>1.) Original - Pin inside of bag</p> <p>2.) Copy - on Notice Board.</p> <p>3.) Telephone - Pamela Woodman with count</p>
Monday morning	<p>Take out last week's dirty linen <u>early</u> 8:30 am - not Sunday night. Leave outside the front door.</p>	
Wednesday	<p>Linen is returned - <u>check count against copy</u> left on Notice Board. Are there any Errors? <i>If so, advise Lodge Administration, Pamela Woodman immediately - Mb 0417 887 475</i></p>	

General Information

- **Bedding** each bed has one mattress cover, one doona, one Velux blanket & a pillow.
- **Cardboard & Paper Disposal**
NEVER, NEVER burn in the fireplace – Bundle with twine & take to the big bin.
- **Dining Room - Under seat heating**
There are heaters under the bench seats of both the South and West walls.
These heaters are left ON permanently.
- **A very big Bath** is located outside Bedroom 6. Please wipe away the ring when draining.
- **Drying Room** Please **turn off** the heater when you notice that things are dry and especially at night. Remove dry items.
- **Dishwasher** Assist in unloading & stacking away - don't leave it to someone else.
- **Vacuum Cleaners** Always check to see if dust bag is full and replace if necessary.
- **Laundry**
Washing Machine **Very Important** - use very, very little soap powder.
If you use too much YOU ARE DOOMED - the suds will get you !!
Clothes Dryer Before every use - clean the filter.
- **One last thought** If you notice something in need of repair – immediately report to Pamela.
- Have a good holiday. **When all else fails read the manual**, failing this ring Pamela Woodman.

Daily Tasks Allocated to Residents

1. Lobby, Ski & Board Storage

- Morning Vacuum & tidy. Ensure no boots or gear are left on the seat.
- Entry & Path Maintain clear entry. Please carve with pride.
Cut steps with deep tread depth & sloping to the rear.
Clear snow off entry grating.
- Rubber Mats Keep free of snow & ice by lifting & shaking.

2. Drying Room

- Daily Tidy and vacuum as necessary.
Control thoughtless guests who hang dripping washing above dry gear or in front of heaters.
University tests have proved that drying is equally effective at all positions in the room.
Small window at rear must be left slightly open – say 5 cm.

3. Fire & Wood

- Log Splitter Instructions must be read & adhered to.
For use by a single adult operator ONLY. Unplug after use.
- Daily Set fire ready for late afternoon lighting. Use FireStarters & kindling.
Split wood for evening & carry upstairs to the fireplace. Start the week with no ashes.
Wood is stored in the drawer under the hearth. It has the capacity for at least two days.
- NEVER use fire as an incinerator** for paper & cardboard.
This causes dangerous carbon deposits in the chimney & chokes the grate with ash.
Paper & flattened cardboard are collected in grey bin in Entry Lobby, tied in bundles & taken to Bin.
- Sunday morning Follow this SAFETY PROCEDURE
Clean out ash using a metal bucket & metal dustpan.
IMMEDIATELY take bucket outside.
Ensure ash is out by wetting & put into plastic garbage bags and then to the garbage bin.
- Set a new fire for incoming Guests.**

“Ashes that are out start fires”

4. Stoves Ovens & Microwaves

- Daily Clean tops, outsides & under hotplates.
Ensure that the cooks who use the griller and oven, clean the griller and oven.
- Friday Clean oven with oven cleaner.

- 5. Garbage** Outdoor Garbage Container – Outside back door below Bdrm 6 bathroom glass panels.
 Kitchen Bins Bin 1 Cans, Bottles & Plastic using plastic bin liner.
 Bin 2 Everything else except compost stuff.
 Bin 3 Compost – small bin at window – full bags to black bin inside big bin.
 Paper & Cardboard Paper and flattened boxes to grey bin in Lobby
 When full - bundle with string or box & take to the garbage container.

NEVER, NEVER burn cartons & paper

Garbage is included in rates – no fee for bags - there is no need to overfill bags.

- Collection**
- Winter** Monday & Thursday 8:30 am from our special container.
 Garbage collection fee is contained in the Community Services fee
 Garbage bags are supplied free by the contractor.
Additional bags are ordered by Pamela Woodman only.
- Summer** Standard black Garbages - YOU take to Waste Transfer behind Fire Station.

6. Dishwasher, Kitchen Utensils, Sinks, Benches & Tea Towels.

Dishwasher

- Daily Remove & clean black filter.
 Mon & Fri Remove & clean silver filter.
 The Dishwasher Instruction Book is in Lodge Captain's cupboard.
 Special bio-degradable detergent MUST be used.

Benches, Sinks, Accoutrements

- Daily Ensure overall cleanliness. Mop up any window condensation.

Tea Towels **Replace frequently**

- Winter** Washed by laundry – take dirty towels to Bottom Ski Room.
Summer Bring your own tea towels.

7. Kitchen Floor

- Daily Sweep floor, mop with clean hot water, don't use detergent.
 Friday Mop floor. Clean windows as necessary.

8. Refrigerator & Deep Freeze

Refrigerator

- Sunday Allocate shelf space. Guests to store food in containers.
 Daily Clean doors inside & outside, clean out Community Food.
 Empty plastic drainage container (inside top centre).
 Friday Identify all food and throw out any unclaimed.
 Do not leave any of your own food.

Deep Freeze

- Daily Clean doors & ensure a plentiful supply of ice for the resident drinkers.
 Friday Identify all food, dispose of any unclaimed.

9. Pantry Restocking & Food Provisions

- As required Restock Pantry from bulk storage located on Loft level in North Snuggery;
 Cleaning stuff in Laundry
 Light globes, fluorescent tubes & stuff – in "The Shed" (*door off bottom landing*).
 Orders may ONLY be placed by Lodge Administration.
 Report shortages or suggestions on the Lodge Captain's Report.

10. Kitchen Cupboards

- Sunday Allocate space in the island cupboards, one cupboard per room.
 Ask guests to keep food neatly stored & not left to clutter benches.
 Daily Clean cupboard doors, ensure all food has an owner.
 Friday Remove all food, wipe & clean all cupboards, dispose of any unclaimed food.

11. Dining Area & Grog Cupboard

- Daily Sweep floor, mop if necessary. Clean windows when necessary.
 Friday Mop floor. Tidy Grog Cupboard, drink any unclaimed liquid, preferably before Sunday.

12. Living Room

Daily Vacuum carpet & divans; keep clean & tidy. Dust light fittings. Ensure guests take belongings to rooms at day's end. Clean windows as necessary; mop up condensation.

13. Toilets - Top & Bedroom level

Daily Sweep, mop, clean & dry. Wipe hand basins & empty buckets.
Ensure extra rolls of toilet paper on hand. Provide a towel & soap for toilets.
Basement shower & toilet is the responsibility of Bedroom 7 & 8 occupants.

14. Stairs & Halls (not Basement)

Daily Vacuum carpet, keep clean & tidy.

15. Basement Ski Room, Basement Entrance and Wood Room.

Morning Shovel snow & ice from in front of Ski Room door, cutting steps when necessary.
Sweep and tidy Ski Room and Wood Room.

Stairwell Basement Door – MUST be closed at all times.

16. Basement Halls & Laundry

Daily Sweep, mop & keep tidy.
Clothes Dryer Clean lint out of the filter.
Washing Machine Keep clean & warn guests to go easy on the soap.

17. Sound System, CDs & Bluetooth

Continually Keep tidy & ensure that users of this hi-tech area possess the minimal intelligence necessary to replace CD's in their containers after use.
Bluetooth receiver and direct connection cord are provided.

18. Loft Level

Daily Vacuum floor & divans; keep clean & tidy.
This includes the bookcase, games, cues & balls.

19. Billiard Table – (task usually included with No 18 above)

Daily Use special billiard table brush.
Brush from the top of the table (Baulk line) to bottom (where Black is positioned).
The result is that the nap or pile is smooth.
Then cover the table with blue cover.

Monitor The following -
Remove and repair any cues with faulty or missing tips.
Balls must never be left on the table after play – put in pockets or on the rack.

The table is an expensive item and due respect must be given.
Tearing the cloth requires extreme idiocy & will occur if cues used with faulty or missing tips.

A person tearing the cloth will be expected to pay for re-covering – approx \$1,000.

20. Barbecue

Daily Fat drip tray – check – empty and replace foil liner (*find in cupboard above wall oven*)
Grills and Plate - remove and wash in the sink.

Generally Ensure that entire BBQ is kept clean – wash down if necessary.
Use thin plastic scraper hanging on BBQ to clean inside of shell below grills

Be vigilant Continually check that knobs are properly clicked into OFF position.

21. Verandah & Outdoor Furniture

After snow Immediately after and during snowfall remove snow from the deck.

USE ONLY PLASTIC SHOVEL or SNOW PUSHER.
NEVER use METAL SHOVEL <<<<<<<<<

Furniture Outdoor teak furniture – to be left to weather to silver
Grease spots will gradually disappear – NEVER OIL
Treat with care & tenderness - certainly NO SHOVELS.
Directors Chairs are stored underneath Living Room lounge.

Umbrella Must be folded and covered at night and when not in use.
Bring inside in bad weather and vacating lodge.
Store beneath Dining Room Bench seat against North wall.