

Dear Lodge Captain,

The Board would be grateful if you would be Lodge Captain during your Summer stay at the Lodge.

On behalf of the Board of Directors I am asking you to accept responsibility for the smooth running of the Lodge during this period. The Summer routine is slightly different to Winter.

The task of Lodge Captain should not be onerous. All residents are expected to cooperate by not only doing their allocated duties but also by doing extras, thus making the week a pleasure for all.

The Guest Information Sheet spells out to residents the expectation that they do their allotted task plus whatever else is required. Further, it explains that you are a volunteer and on holiday too.

A list of the Residents for the period is enclosed.

An outline of your role is noted in the List of Duties but I wish to highlight the following points.

1. Beds are not allocated during the Summer period.
2. All bookings are made in Sydney & I will advise you of any changes to your list.  
Casual accommodation for general inquirers is not available.
3. Endeavour to have residents carry out their daily tasks before going out, check they are done, don't do everything yourself, coopt assistance and report any problems.
4. **Fire & Exits** - On Sunday night gather all residents & have a discussion about fire, exit routes, the location of fire hoses & extinguishers plus the No Smoking Rule.
5. **Food or supplies** - Do NOT order any without speaking to me first.
6. **Laundry is NOT provided during the Summer**  
Guests must bring their own sheets, pillowslips, bath towels & tea towels.  
Tea Towels are now no longer provided. You must bring your own.
7. **Garbage** – There is **NO Garbage collection during Summer.**  
Use standard Supermarket black plastic garbage bags  
- Do NOT use the clear plastic Winter garbage bags.

All refuse must be taken to the Waste Station located behind the Emergency Services buildings. Our big metal collection bin is NOT to be used in summer.

8. **Lodge Captain's Report & Guests in Residence sheets**  
These are important documents for the smooth running of the lodge & for audit purposes.  
At the end of the week, please complete both in full.  
Please post to PO Box within 7 days of your stay.
10. **Fire Drill** – **Your most important task is to conduct Fire Education with every guest.**  
Ensure each person knows how they will exit in the event of fire & assemble at the Lamp post.  
Have each person physically show you where **every** Fire Extinguisher, Hose Reel & Fire Blanket is located. Then have them explain to you just how they will use the equipment.
11. That only leaves allocation of Daily Duties on Sunday evening, a good time to conduct fire drill.

If you need to contact me, my contact number is 0417 887 475.

*Pamela*

Pamela Woodman  
Lodge Administration Ph 0417 887 475

## Lodge Captains Report

**Lodge Captain** ..... **Period** .....

This is your last & very important chore, many thanks for your contribution.

Please complete and attach - Residents Report and the Telephone Calls List.

### MONIES COLLECTED

<b>Tariff Charged</b>	"Lodge Residents Report" - attached.	\$ .....
<b>Cheques Enclosed</b>		\$ .....
<b>Cash Box</b>	Amount of money left in box	\$ .....

**Persons who escaped without paying.** - List below - should be none.

NAME	Amount	Arrangements to pay

**Condition of Lodge Equipment** - A checklist for comments & any suggestions please

ITEM	COMMENT
Condition of Lodge on arrival	
Billiard Table	
Barbeque	
Crockery Breakages	
Drainage	
Electrical Equipment	
Food Store <i>Note – Stocktake is late January and re-stocking occurs at Easter</i>	
Heating System	
Kitchen - other equipment	
Laundry - Washing M/c & Dryer	
Plumbing - Hot & Cold Water	
Telephone	
Windows	
Wood Supply	

**Conduct of Lodge residents - (if unsatisfactory)**

Name	Comment

**General comments, thoughts & ideas**

*Comments, suggestions, additional equipment, etc might enhance the running of the Lodge.*

**Don't forget**

Please attach Guests in Residence Form

This is required by our auditors.