

## **HUT OPERATION - ON ARRIVAL AT LODGE**

To turn taps and valves **OFF** (closed) - turn **CLOCKWISE**  
To turn taps and valves **ON** (open ) - turn **ANTI-CLOCKWISE**

- 1) Turn **ON** main power switch painted red on the switchboard in lounge beside the trophy cabinet.
- 2) Go downstairs to basement.
- 3) Turn **OFF** tap H - between lockers on end wall by pump.
- 4) Turn **OFF** tap B - by workbench.
- 5) Turn **ON** valve D- by workbench.
- 6) Turn **ON** valve C- between lockers on end wall by pump.
- 7) Turn **ON** pump switch - between lockers on end wall by pump.
- 8) Turn **OFF** all taps in basement - bathrooms, shower and toilet basins (behind doors) Remember lower taps in shower in room with wash tub.
- 9) Go upstairs to ground floor.
- 10) Turn **OFF** all kitchen taps, including drinking water filter.
- 11) In cupboard under staircase, in passage by lounge door, turn **OFF** valves O and P.
- 12) Turn pump switch **ON**.
- 13) Go to passage by bunkrooms 3 & 4.
- 14) Turn **OFF** both showers and taps of basins in shower rooms and toilets.
- 15) Go upstairs to top floor.
- 16) Turn **OFF** shower and taps of basins in shower room and toilet.
- 17) Empty all dehumidifiers. (usually located in drying room and TV room.)

### **NOTE:**

If water is not flowing as expected shut down the water by following ON LEAVING LODGE procedure and reopen following ON ARRIVAL AT LODGE procedure. If still experiencing a problem call the WORKS OFFICER.

## HUT OPERATIONS- ON LEAVING THE LODGE

To turn taps and valves **OFF** (closed) - turn CLOCKWISE  
To turn taps and valves **ON** (open) - turn ANTI-CLOCKWISE

On leaving, turn taps on one turn only  
Otherwise they may freeze open.

- 1) Go downstairs to basement.
- 2) Turn **OFF** pump switch - between lockers on end wall by pump.
- 3) Turn **OFF** valve C - between lockers on end wall by pump.
- 4) Turn **OFF** valve D -by workbench.
- 5) Turn **ON** tap B - by workbench, bleed into bucket and leave **ON**.
- 6) Turn **ON** tap H -between lockers on end wall by pump, bleed into bucket and leave **ON**.
- 7) Turn **ON** all taps in the basement and leave **ON**, showers, basins in showers and toilets, including lower taps in shower in room with wash tub.
- 8) Check outside basement door is locked.
- 9) Return upstairs to ground floor.
- 10) Turn **ON** all kitchen taps, and leave on.
- 11) Go to cupboard under stairs by lounge door, turn **ON** valves O and P to drain-leave **ON**.
- 12) Turn pump switch **OFF**.
- 13) Go to passage by bunk rooms 3 & 4.
- 14) Turn **ON** and leave **ON** showers and taps to basins in shower rooms and toilets.
- 15) Go upstairs to top floor.
- 16) Turn **ON** and leave **ON** shower and taps to basins in shower room and toilet.
- 17) Turn **OFF** main power switch, painted **red** on switch board in lounge beside trophy cabinet.
- 18) Ensure all windows are locked and curtains closed.
- 19) Lock and bolt door onto the deck.
- 20) Open beer fridge door.
- 21) Ensure front door locks behind you.

## FIRE ALARM AND EVACUATION PROCEDURES

In the event of fire alarm activation the following steps SHOULD be taken:

1. Hut Officer or Custodian is the Fire Warden
2. All occupants immediately evacuate outside to carpark across road from main entrance – above Matamata Club. If anyone is upstairs or downstairs they can use inside route only if clearly safe to do so, otherwise use external route (fire escape and ladder or around outside of building.)
3. Fire Warden MUST account for all people staying in Hut (using booking sheet) and check that Hut is cleared on all floors either personally or by delegation.
4. Adult to collect fire extinguisher to take outside if safe to do so.
5. **Dial 111 for fire service**
6. Call Chubb Ph:06 3547091 or 0800 803040 to notify of alarm activation.
7. Fire Warden to check fire alarm panel from outside building (in window of first six) to find which level has been activated.
8. Immediately check around building for signs of fire or smoke, especially on the level indicated.
9. If fire small and can be approached safely attempt to extinguish with extinguisher, blankets or water.
10. If no signs of fire then Fire Warden or delegated adult to check all levels inside, starting with the one shown on panel.
11. If no fire (or is contained), then get fire alarm key from inside of power meter box (in the lounge on wall above the printer) and open the fire alarm panel inside Room No. 3 (first six bunk room).
12. Deactivate alarm and reset – press black reset button and lock panel and return keys. Call 111 and Chubb Ph 06 3547091 or 0800 20 30 40 to cancel call out.
13. If alarm continues then contact Chubb and have them talk through deactivation process for particular alarm box not automatically reset.
14. Fire Warden can then allow people back into Hut.