Tyee Lodge Summer Opening Procedures

The procedures listed here are a guide to the safe operation of Tyee lodge. It is important that these procedures be followed carefully or the Lodge building may be damages or injury may occur. Use this form as a check list to make sure the lodge is properly maintained.

TO OPEN

- ☐ Go to winter basement door. Your Key will open gate door and wood door.
- ☐ Pull light cord on (light just inside basement door)
- ☐ Turn on 2 MAIN switches at the top left of each circuit breaker box.
- ☐ Verify lights work
- ☐ Check to see if the "Close for Summer" sign is on the electrical panel. If sign says "close for Winter" stop here and refer to Winter opening procedures.
- ☐ Verify drain valve is closed (top of basement stairs)
- ☐ Turn on main water valve (top of basement stairs)
- ☐ Turn on furnace if needed
- ☐ Turn on Water Heater switch (brown switch knee, high by back door)
- ☐ Check and replace, as necessary, any burned out lights. Spare lights are in the locked basement supply cabinet.
- ☐ If needed remove cold ashes from fire place. Be sure ashes are cold!

Have fun

Revised Aug 2005

Tyee Lodge Summer Opening Procedures

To Close

- ☐ Turn off Water Heater (switch by basement door). This should be done after breakfast on the day of departure
- ☐ Clean the Lodge. Everyone should help.
- ☐ Fill Wood Box next to the fireplace
- ☐ Empty water from hot water kettle. Empty and clean coffee makers
- ☐ Haul out all wet garbage and recycling. Burn paper waste from kitchen and bathroom. DO NOT leave perishables in the refrigerator.
- ☐ Take dirty dish towels home and wash them. It is the host's responsibility to wash the dish towels and get them to the next host.
- ☐ Note any shortages in the supplies or staples. Contact the Lodge Chairman with shortage information. Note any Lodge problem on the Lodge Usage Report.
- ☐ Close and lock all windows and doors in the dorm and on main floor.
- ☐ Turn down Thermostat as low as it goes.
- ☐ Turn off main water valve located at the top of the basement stairs. Do Not open the drain valve.
- ☐ Turn on light by basement exit
- ☐ Turn off the 2 MAIN power switches at the top of each breaker box.
- ☐ Turn off light by basement exit.
- ☐ Close and lock dead bolt on wood door.
- ☐ Close metal security gate. Check to make sure it is locked.
- ☐ Close and lock gate on the road on your way out.

Hope you enjoyed your stay.

Revised Aug 2005