

Tyee Lodge Winter Operating Procedures

The procedures listed here are a guide for the safe operation of Tyee Lodge. These procedures must be followed carefully or the lodge building may be damaged, or worse, someone may be injured while using the lodge.

Please use these instructions every time.

Things change a bit from year to year, so check off each step using the boxes to make sure all is done. Further opening and closing instructions are located to the left just in the basement door.

If you have any doubts about operating the lodge, contact the lodge chairman to arrange for help.

To Open

- Pull light cord on ceiling fixture just inside winter entrance door to turn on light.
- Verify that the water heater switch is OFF (brown switch, knee high, next to door).
- Turn on 2 MAIN switches at the left of each circuit breaker box. Box to right of door.
- Verify that the lights and furnace work.
- Turn thermostat (in the dining room on east wall north of entry way) up to 65 deg.
- While waiting for the lodge to heat up, install the battery pack into the Defibrillator unit. It fits into the back of the unit. Turn the Defibrillator on (top button). It will beep and not be functional until the lodge is warm.
- If needed, remove cold ashes from fireplace and put them in the can on the front porch.
- Remove the snow from all 7 exterior doors and the fire escape stairs so a quick exit can be made in the event of a fire or other emergency. **This is a fire regulation.** This can wait till the water is turned on.
- Check and replace as necessary all burned out light bulbs inside the building. Spares can be found in the cabinet under the right end of the workbench. Notify the lodge chairman if outside lights are burned out.
- See that the roof avalanche "DANGER" signs are in place on the north, east and south sides of the lodge.
- Note that there are **emergency shovels** opposite the electrical circuit breaker boxes, and a litter and splint on the shelves opposite the door to the drying room.
- Close** the orange drain faucet at the bottom of the water heater.
- Close** 2 orange valves on the wall next to the water heaters.
- Close** orange drain valve on outside of shower enclosure.
- Close** the shower valve inside the shower by pushing it in and down toward the wall.
- DO NOT TOUCH** the valves on any of the fire hoses.
- Close** the cold water faucets
 - In MEN's rest room: 2 faucets
 - In WOMEN's rest room: 2 faucets
 - In Kitchen: 2 faucets
 - Leave the sink trap drains closed
- Set the clock on the microwave; it will not operate until its clock is set.
- Wait until the indoor temperature is above 50 deg.** Go to the basement stairs and **Close** the DRAIN VALVE, then **Open** the WATER VALVE.
- Allow water to flow from the each hot water faucet until the water runs without air bubbles. The water will usually flow first in the Men's rest room.
- Return to the basement and turn ON the water heater switch.

You are done. Thank you for following these instructions.

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To Close:

- Turn off the water heaters. The switch is knee high left of the basement entrance door. This can be done before the breakfast dishes are done if no noon meal is planned. There is LOTS of water in the tanks.
- Clean the lodge. The task list will tell you what is expected. **Everyone should help.**
- Fill the wood box next to the fireplace, including the small kindling box.
- Empty water from tea kettles and coffee makers and warmers.
- Haul out unburned garbage, recyclables and leftover food. Take garbage out of the trash compactor and install a new liner bag. **Do NOT** leave perishable supplies or leftover food in the refrigerator. Carry out recyclables or take them to storage cans in basement.
- Take dirty dish towels home, wash them, and get them to the next host or back to Tyee lodge.
- Note any shortages in supplies or staples. Phone the next host to make sure this information gets to the next host on time. Note any lodge problems on the *Lodge Usage Report* and call the Lodge Trustee to alert him or her.
- Remove the battery pack from the Defibrillator and place it on top of the case in the wall bracket.
The battery pack is located on the back of the unit and is released with a tab.
- Turn the thermostat (in dining room) all the way down to 50 deg.
- Close and lock all windows and doors except the winter entrance.
- Check to make sure the water heater switch is OFF. Then at the valves in the basement stairway, CLOSE the Water Valve and OPEN the Drain Valve.
- Open the orange drain faucet at the bottom of the water heater.
- Open the 2 orange valves on the wall to the left of the water heaters.
- Make sure the bucket is under the orange valve on the outside of the shower enclosure, then OPEN the valve to drain the shower head.
- Inside the shower enclosure, pull the shower valve OPEN (UP).
- Empty the bucket first, shake the container of antifreeze, add 1 cup of antifreeze to the bucket and pour it down the shower drain.
- OPEN all faucets on the main floor:
 - In men's room: 4 faucets
 - In women's room: 4 faucets
 - In kitchen: 4 faucets
- Flush all 4 toilets and the urinal, holding down the flush levers until water stops flowing. With the toilet plunger, force as much water as possible from the toilet bowls. Using the measuring cups hanging by each toilet (or under the sinks), shake the antifreeze, add 2 measure of ANTIFREEZE to each toilet bowl, 1 each toilet tank, down the sink drain into the traps, and the urinal bowl.
- Turn on the light (pull cord) by the winter (basement) exit.
- Turn OFF the 2 MAIN switches at the top of each breaker box.
- Turn off the pull cord light as you leave.
- Close the basement door and lock the bolt from the outside with your key.
- Close the metal security gate. Pull on it to make sure it locked.

• ***You are done. Thank you for following these instructions.***