

**Trails Club Of Oregon**

**Work Trip Registration**

Cook:	Lodge: Tyee	Date:
-------	-------------	-------

	Name	Friday		Saturday			Sunday		Notes: Need ride, meet at gate, late arrive, etc.
		L	D	B	L	D	B	L	
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									
21									
22									
23									
24									
25									

--	--	--	--	--	--	--	--

Supplies Needed:

# Tyee Lodge Operation

These rules and practices are designed to make the lodge safe and pleasant for all. Make sure everyone is familiar with the safety procedures and lodge rules. Even if you think "everyone already knows the rules", a quick reminder will make sure everybody remembers.

## **AT DINNER TIME:**

### **General announcements:**

- The "HOST" is responsible for collecting your fees, *identify the host*.
- Everyone is to sign the registration book.
- The task lists location is ..... for those who have not signed up yet. (*Remember that dishes used in between meals are to be washed, dried and put away by the user.*)
- The Lodge Rules, membership applications and brochures are located near the registration book.

### **Schedule announcements:**

- The doors will be locked for the night around ..... (*usually about 11:00 PM*)
- Breakfast will be served at .....
- Times and meeting places for tomorrow's Trips and Events are as follows .....
- The lodge will close at ..... on the last day.

### **Safety announcements:**

- When leaving the lodge to explore the area, members and guests are to let the host know where they are going and when they expect to return.
- Everyone sleeping in the dorms must use a bunk. If it is necessary to sleep in other areas do not block the exits.
- In case of fire everyone will exit to the mountain side of the lodge (which is to your left if you are facing the fireplace) and meet for a head count. If firefighting is appropriate people must work in pairs.

### **Winter safety announcements:**

- EVERYONE must stay out of the roof avalanche areas. In case of an emergency there are shovels, avalanche probes and instructions in the basement near the winter door.
- There is a continuing problem with car break-ins at the sno-park. Please leave no valuables in your car, especially overnight.

## **AT BEDTIME** (closing up for the night)

- Turn off most of the lights on the main floor. Leave all night lights on.
- Leave on the lights over the stairways and the outside fire assembly area.
- Make sure all doors and exit paths are lighted.
- Leave the four night lights in the dorms on.
- Open the windows in the dorms 1" for ventilation.
- Lock the exterior doors on the main floor and in the basement.
- Close the fireplace screen.

# TYEE TASKS

Enter your name on at least one line, more if the group is small so that all of the tasks get completed. Be responsible for your task.

## ~~~~~ LUNCH ~~~~~

### COOKS HELPERS

(help prepare, serve & put away food)

1.

### DISH WASHERS

(follow directions above sinks)

1.

### DISH DRIERS

(dry and put away dishes)

1.

### TABLE SETTERS

(set up tables, serve beverages & deserts)

1.

### DISH SCRAPERS AND STACKERS

(clear & clean tables, pre-soak flatware)

1.

### POT WASHER & DRIER

(use smaller sink/wipe off stove & counters)

1.

## ~~~~~ DINNER ~~~~~

### COOKS HELPERS

(help prepare, serve & put away food)

1.

### DISH WASHERS

(follow directions above sinks)

1.

### DISH DRIERS

(dry and put away dishes)

1.

### TABLE SETTERS

(set up tables, serve beverages & deserts)

1.

### DISH SCRAPERS AND STACKERS

(clear & clean tables, pre-soak flatware)

1.

### POT WASHER & DRIER

(use smaller sink/wipe off stove & counters)

1.

## ~~~~~ BREAKFAST ~~~~~

### COOKS HELPERS

(help prepare, serve & put away food)

1.

### DISH WASHERS

(follow directions above sinks)

1.

### DISH DRIERS

(dry and put away dishes)

1.

### TABLE SETTERS

(set up tables, serves beverages)

1.

### DISH SCRAPERS AND STACKERS

(clear & clean tables, pre-soak flatware)

1.

### POT WASHER & DRIER

(use smaller sink/wipe off stove & counters)

1.

## ~~~~~ BUILDING CLEANING, ETC. ~~~~~

### WINTER TRAIL MAINTAINER

(build snow steps to hwy, clear exits)

1.

### MAIN FLOOR & STAIRS

(sweep, mop, vacuum, dust & pick up)

1.

### BASEMENT & STAIRS

(sweep, dust & pick up)

1.

### FIREPLACE TENDER

(remove ashes to metal can, build & tend fire, burn kitchen paper, )

1.

### WOMEN'S DORM

(vacuum, dust & pick up area )

1.

### MEN'S DORM

(vacuum, dust and pick up area)

1.

### WASTE MANAGER

(transfer recycling to basement storage cans/compact, remove & seal garbage)

1.

### WOMEN'S BATHROOM

(clean, sweep, mop, restock supplies & empty wastebasket)

1.

### MEN'S BATHROOM

(clean, sweep, mop, restock supplies & empty wastebasket)

1.

### WASTE REMOVER

(haul out and dispose of garbage)

1.

### TOWELS

(haul out, launder and return towels to lodge or next cook)

1.

### SUMMER ENTRY & PORCHES

(sweep)

1.

*Tyee Workparty Tasks – Reviewed 052210*

Supplies of TP, paper towels and soaps are in a locked cabinet in the basement or above the men's bathroom. Ask Host for key.

Trails Club of Oregon  
P.O. Box 67095  
Portland, Oregon 97268

**Revenue and Disbursement Voucher**

**Committee:** Tyee Lodge - Work Trip

**Prepared by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Revenue / Disbursement (Cross out the one not applicable)**

<i>For Disbursement Only</i>	
<b>Make check payable to:</b>	
<b>Name:</b>	_____
<b>Address:</b>	_____
	_____
<b>Approved by:</b>	_____
<i>(Lodge Trustee)</i>	<i>(Date)</i>

Store Name	Description	Account Number	Amount
	<b>Work Trip Meals</b>	<b>6340</b>	
	<b>Supplies</b>	<b>6395</b>	
	<b>Less Advance:</b>		
<b>Attach receipts and mail to Lodge Trustee for approval</b>		<b>Total:</b>	

<i>For Treasurer's use only</i>	
<b>Paid by Check #:</b>	_____
<b>Date:</b>	_____