

# Tyee Lodge Opening Procedure

- The procedures listed here are a guide for the safe operation of Tyee Lodge.
- These steps must be followed carefully to avoid damage to the Lodge, or injury to users.
- Things do change, so check off each step to make sure every item is done.
- If you have any doubts about operating the lodge, contact the lodge chair for help.

Contact Numbers:

Paul Cutter, Lodge Chair: (360) 977-8381

Joel Reitz: (503) 806-0399

## 1. Security

- Go to the basement door (winter entrance). Your key will open the gate door.
- Use your 6 digit personal entry code for the electronic lock on the wood door.
- If you have forgotten your code, it is available on the TCO Member -> My Account page on trailsclub.org (with a registered login).

## 2. Electrical

- Turn on the light by pulling the cord on the ceiling fixture just inside the entrance door.
- Check to see if the magnetic sign on the circuit breaker box says, “Close for Winter” OR “Close for Summer”. Follow the guidance in the procedure. Some steps are skipped in the Close for Summer mode.
- Verify that the water heater switch is OFF as in down. This switch is next to the basement entrance under the red plastic cover.



Water heater switch

- Turn on the two MAIN switches at the top left of each circuit breaker box. Only the MAIN breakers should be switched.
- Verify that the basement lights work and that the water heater switch light is OFF.



Main Switch

Main Switch

### 3. Heat (if needed)

#### 3.1. Furnace:

The furnace should come on with the power. Check the thermostat. Open the cupboards to expose pipes to heat.

#### 3.2. Start a Fire in the Fireplace:

Remove cold ashes from fireplace and put them in the metal can on the front porch.

Fireplace instructions are on the inside of the cabinet left of the fireplace.

Clean the fireplace inside door glass with the cleaner and paper towel on the mantel.

Note that frozen toilet bowls are not a problem. Antifreeze is there to keep the water from expanding and breaking the fixtures and pipes. If the bowl is not in pieces, the antifreeze is working properly. The tank may not fill until the bathrooms heat up because the fill valve in the tank often

## 4. Health & Safety

### 4.1. AED

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. It will verbally ask you to press the green button when it starts.

### 4.2. Clear Fire Escapes of Snow: (skip in summer mode)

- Remove snow from all 7 exterior doors.
- Remove snow from the fire escape stairs.  
This is a fire safety regulation.  
This activity will heat you up while the lodge warms.

### 4.3. Avalanche signs (skip in summer mode)

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 panels, and a litter and splint on the shelves opposite the drying room.

### 4.4. Carbon Monoxide Detectors

Carbon Monoxide Detectors are in both dorms.

## 5. Water

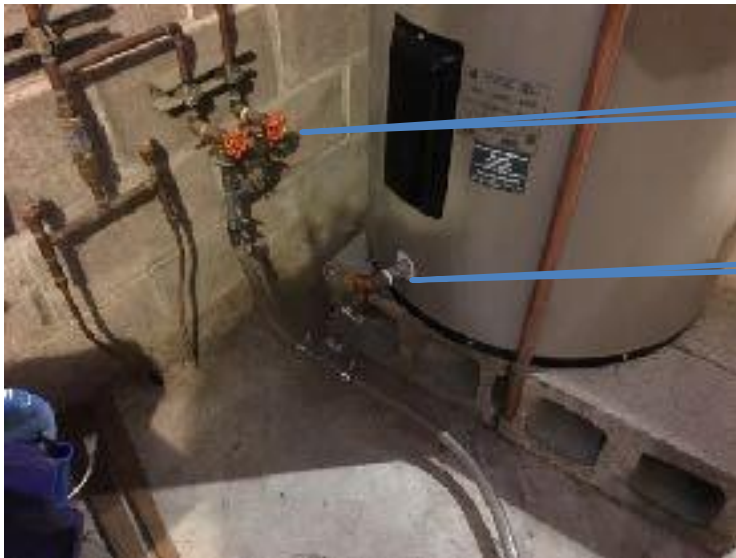
### 5.1. Water PART 1: close the drains (skip in summer mode)

(In summer mode the drain valves should be closed already.)

WAIT UNTIL THE INSIDE TEMPERATURE READS ABOVE 50 DEGREES ON THE THERMOSTAT  
Located in the dining room in the corner near the guest register desk.  
New water can freeze in cold pipes.

**Close** the orange drain valve at the bottom of the main water heater in the basement.

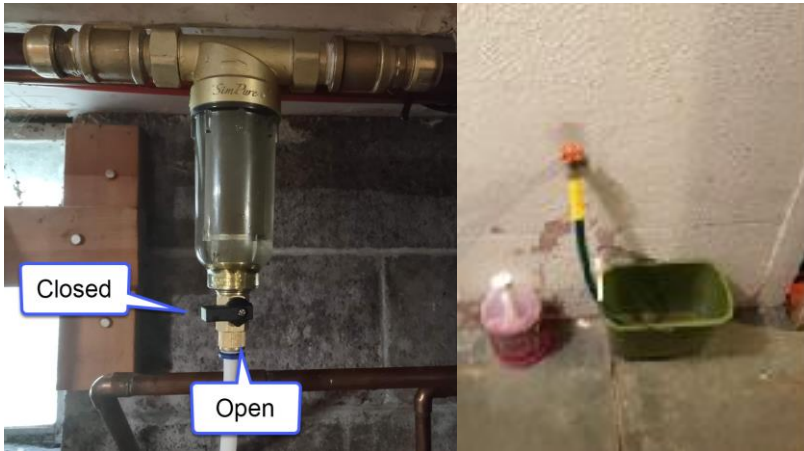
**Close** the two orange valves on the wall next to the water heater.



Plumbing drain valves

Water Heater drain valve

**Close** the water filter drain valve above (handle horizontal).  
**Close** drain valve on the outside of the shower enclosure.



Closed

Open

**DO NOT TOUCH** the valves on any of the fire hoses. They should all be closed with the pipes and valves empty (so they don't freeze).

## 5.2. Water PART 2: turn on the main water valve

**WAIT UNTIL THE INSIDE TEMPERATURE READS ABOVE 50 DEGREES ON THE THERMOSTAT.**

Go to the top of the basement stairs and

**CLOSE** the orange DRAIN VALVE (Located on the LEFT). (Already closed in summer mode)

**OPEN** the MAIN WATER VALVE by turning the handle up (Located on the RIGHT this is a quarter turn ball valve).



Drain valve on left,  
Main Water valve on right.

**ATTENTION:** Constantly monitor the water system as it fills. Move between the bathrooms, the kitchen, and the basement. There should not be any water on the floors or under the cabinets. If there are signs of water leaking, then immediately close the Main Water Valve at the top of the basement stairs (valve is on the right). Investigate the issue.

### 5.3. Water PART 3: purge air from pipes (skip in summer mode)

Allow water to flow from BOTH HOT and COLD water faucets until the water runs without air.

**ATTENTION:** After turning off all the taps, listen carefully to the area around the main valves for the sound of running water. If you hear what sounds like water running in the pipes after all faucets have been closed, it means that the drain valve was not closed properly. Open the drain valve, then reclose it, and listen again for the sound of running water. Continue only in the absence of water noises.  
Return to the basement and turn ON the water heater switch.  
**IMPORTANT:** Turning on the water heater before the air is flushed out will burn out the water heater elements.

## 6. General

### Things to Know and Share:

- First Aid supplies are in the kitchen near the microwave and in the cupboard nearby.
- Battery powered lights are on the microwave.
- Fire extinguishers are located: at the bottom of basement stairs, near the living room stairs and in the kitchen/dining room.
- Emergency call: 911
- Announce safety issues to guests: Avalanche Risk areas (NO GO ZONES), Fire
- Escapes, Defibrillator, Heater placement and use.
- NOTE: The Outside Main Water Meter and shut off is outside the exit door near the men's bathroom. In an emergency you may need to access it.
- Clogged taps: grit comes with the water so sometimes taps and aerators need to be cleaned out. Tools for clearing the triple sink valves are under the sink. This should not be a problem because there is now a sediment filter for all hot water and the kitchen. Only the cold water in the bathrooms and shower are not filtered for sediment.
- Running toilet tank valves: If the valve in the tank is not shutting off, turn off the wall valve, then disassemble the top of the tank valve with an anti-clockwise 1/8 twist. The black cap can be removed to clear the grit in the valve, then reassemble.

You are done. Thank you for following these instructions.  
Enjoy your stay at Tyee Lodge.

# Tyee Lodge Closing Procedure

- The procedures listed here are a guide for the safe operation of Tyee Lodge.
- These steps must be followed carefully to avoid damage to the Lodge, or injury to users.
- Things change, so check off each step to make sure every item is done.
- If you have any doubts about operating the lodge, contact the lodge chair for help.

Contact Numbers:

Paul Cutter, Lodge Chair: (360) 977-8381

Joel Reitz: (503) 806-0399

## 1. General

### Clean the lodge:

- Follow the Task List in the binder near the microwave.
- Everyone should help.
- Do NOT clean hot ashes from the fireplace. That is an opening task.
- 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. (The refrigerator remains on when the lodge is closed.)
- Take dirty dish towels home, wash them and arrange to 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 contact the lodge chairman.

## 2. Water

### 2.1. **Turn OFF the water heater switch** before the last meal dishes to save energy.

Check to see if the magnetic sign on the circuit breaker box says, “Close for Winter” OR “Close for Summer”. Follow the guidance in the procedure. Some steps are skipped in the Close for Summer mode.

Check to make sure the water heater switch is **OFF** before proceeding.



Water heater switch

- 2.2. CLOSE the Main Water Valve by turning the handle down**  
**At the top of the basement stairs, main valve is on the right.**



- 2.3. OPEN the Drain Valves (skip in summer mode)**

- 2.3.1. OPEN the orange Drain Valve (the 1<sup>st</sup> of 6)**

**At the top of the basement stairs, drain valve on on the left.**

NOTE: The Outside Main Water meter and shut off is outside the exit door near the men's bathroom. In an emergency you may need to access it.

- 2.3.2. Open the 1 orange drain valve at the bottom of the water heater.**  
**(2<sup>nd</sup> of 6)**



**2.3.3. Open the 2 orange valves on the wall to the left of the water heaters. (3<sup>rd</sup> & 4<sup>th</sup> of 6)**



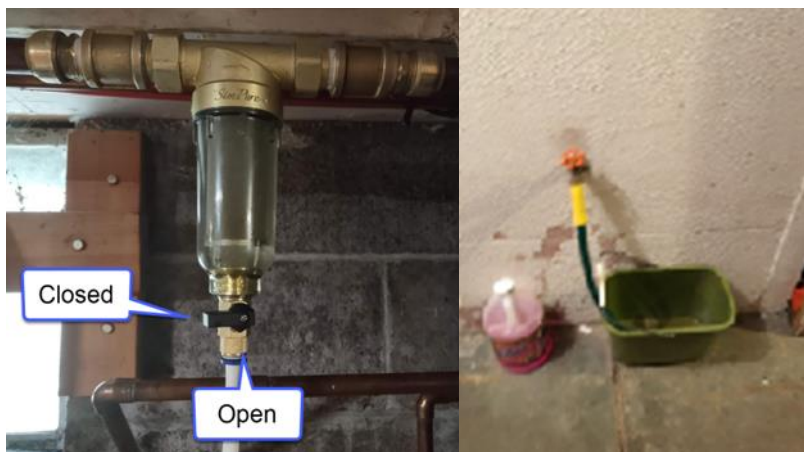
Plumbing drain valves

Water Heater drain valve

**2.3.4. Open the black valve on the water filter drain valve (to vertical). (5<sup>th</sup> of 6)**

**2.3.5. Shower: (6<sup>th</sup> of 6)**

- Inside the shower, open the valve fully with the temperature selector halfway **between** hot and cold.
- If there is a hand-held shower head, leave it hanging so it drains.
- Open the valve on the outside of the shower to drain into the bucket. This is the last (6<sup>th</sup> of 6) drain valve.



**2.3.6. Kitchen Sinks:**

- Open all taps on all three sinks. Position the single handle faucet halfway between hot and cold to open both valves.

**2.3.7. Bathroom sinks and toilets:**

- OPEN all faucets. Position the single handle faucets halfway **between** hot and cold.

- Flush all 4 toilets and the urinal, holding down the flush levers until water stops flowing.
- Lean the toilet tank lid against the wall (to inhibit mold growth in the tank). (We can easily see if you read this by the position of the lid after closing.)

Using the measuring cups hanging by each toilet scoop out about half the water remaining in the toilet tanks into the toilet bowl.

With the toilet bowl plunger, force as much water out of the toilet bowl as you can.

**ATTENTION:** Listen for the sound of water running after the pipes have drained. If the main water supply valve isn't completely closed, you will hear water running.

(Since the drain valve is open water can go directly from the main valve and down the drain. This will cause the loss of a significant amount of water and a large water bill.)

## 2.4. Antifreeze: protect drains from freezing (skip in summer mode) (16 cups of antifreeze in total – 1 gallon per closing)

**ATTENTION:** Shake the anti-freeze container well before pouring.

### 2.4.1. Shower:

- Empty the bucket from outside the shower down the shower drain.
- Add 1 cup of antifreeze in the shower drain. (1)

### 2.4.2. Kitchen Sinks:

- Add 1 cup of antifreeze in one basin of the triple sink. (1)
- Add 1 cup of antifreeze in the single basin sink in the kitchen. (1)
- Don't put antifreeze in the beverage prep sink as it shares the kitchen sink trap.

### 2.4.3. Bathroom sinks and toilets:

- Add 1 cup of antifreeze in each bathroom sink. (4 total)
- Add 1 cup of antifreeze in each toilet bowl. (4 total)
- Add 1 cup of antifreeze in each toilet tank. (4 total)
- Add 1 cup of antifreeze in the urinal. (1)

## 3. Health & Safety

AED:

Remove the battery pack from the Defibrillator.

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.

## 4. Heat

- Turn the thermostat to 60 degrees.  
(The furnace is off when the lodge is closed.)
- Unplug all Heaters.

## 5. Security

### Windows and doors:

Close and lock all windows and doors except the winter entrance.

One person should perform this task after everyone has exited the lodge.

## 6. Electrical

- Turn on the light (pull cord) by the winter basement exit before you do the next step.
- Turn OFF the 2 MAIN switches at the top left of each circuit breaker box.

## 7. Last Light and final Exit:

- Turn off the light (pull cord) by the winter basement exit as you leave.
- **Close the basement door and lock the bolt** from the outside by pressing and holding the lock icon on the electronic lock.
- **Check that the bolt was activated by trying to open the door.**
- Close the metal security gate. **Pull on the gate** to make sure it is locked.

You are done. Thank you for following these instructions.

These instructions are important to follow because:

- Water left in any pipe can burst the pipe or valve when it freezes.
- Cause a lot of damage and result in repair work and expense.
- Force the next users to repair damage instead of enjoying the lodge.
- Incur increased utility costs (like a \$1000 water bill for 1 month).

When in doubt about anything – please call!