

LAKE LYNDON LODGE

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LODGE



USER CHECK LIST

PLEASE COMPLETE ALL SECTIONS AND RETURN WITH KEYS

NAME OF GROUP: _____

DATE(S) OF VISIT: _____

Lodge Manager: Earl Hasse; ph. 03 343 3637 or 027 228 5063. 6 Micron Close, Templeton

EQUIPMENT (USER SUPPLIED)

Kitchen utensils
Dishcloths
Tea towels
Detergent
Rubbish bags
Matches

Toilet paper
Petrol for generator (regular)
Wood/coal for fires
Cleaning supplies
First Aid kit

ON ARRIVAL

1. Light coal range fire for water heating at sinks and wash basins
2. Connect and secure generator
3. Ensure fire warden is appointed.

ON DEPARTURE

- a) Cleaning – refer to detailed instructions in kitchen and toilets.
Please tick when completed:

Kitchen		Bedrooms		Porch	
Dormitories		Toilets		Wash Room	
Hall		Passages		Rubbish	
		Ash from fires		Kitchen Rubbish Draw	

Note: No rubbish is to be left in the lodge or disposed of in the lake or surrounding land.

b) Security

1. Fires banked (cold ashes in can).
2. LPG fridge turned off.
3. Secure windows and shutters.
4. Remove shower control key.
5. All exits locked. Both doors.
6. Store shed locked.
7. Generator is returned to Christchurch (full of fuel) and lead locked away

LAKE LYNDON LODGE CHARGE ASSESSMENT TABLE

Please complete and return with payment:

Number of	Nights Occupied							Totals	Rate / day	Amount due
	1 st	2 nd	3 rd	4 th	5 th	6 th	7 th			
Adults									\$18	
Children									\$12	
Adult day visitors									\$2	
Child day visitors									\$2	
Generator									\$35	
Total amount due										
Pay to Westpac 03-0830-0090949-00 reference your name and date of hire										
Booking bond amount paid \$ _____. This will be returned, by post, once the lodge has been check after your stay.										

USERS SURVEY & REPORT

1) Was the lodge clean and tidy when you arrived?
If not – note areas needing attention: YES / NO

2) Did you notice any graffiti/damage to the lodge or its equipment?
If so – please detail: YES / NO

3) Did you have difficulty in operating any of the lodge equipment?
If so – please explain: YES / NO

4) List the main activities or your group whilst staying at the lodge:

5) Please list your observations and suggestions:

FIRE WARDEN DUTIES

The appointed Fire Warden shall ensure: -

1. All members of the group are familiar with the evacuation procedure and the exit routes.
2. Corridors and stairways forming escape routes are kept clear at all times.
3. There is NO smoking within the building.
4. NO naked flames are used in the building except in the appliances permanently installed.
5. No fuel containers are stored within the building.
6. An occupation register is kept of all persons staying on the premises.
7. Any person with a disability who may require assistance in the event of an emergency is pre-assigned a helper.
8. Occupants keep torches and warm clothing handy when asleep at night.
9. There is, in the event of an evacuation, a group contingency plan for shelter in extreme environmental conditions.

IN THE EVENT OF AN EMERGENCY

1. Assist in an orderly evacuation.
2. Check that the building is fully vacated and/or everybody accounted for.
3. Organise warmth and shelter.
4. Organise fire fighting if it is safe to do so.

