# Closing Procedure

**Kitchen**

- ❑ Confirm all guest duties are done and the kitchen bins are emptied
- ❑ Ensure the fridges are emptied and turned OFF (including the store room fridge)
- ❑ Ensure the switch is OFF for the Zip Instant Hot Water Unit above the small sink
- ❑ Check supplies in the pantry and replenish from the black storage cupboard in locker room. Enter any shortages into the yellow supplies book and the Lodge Leader should notify the Lodge Convenor - Julie Paris via text to 0407 349 699

**Dining room / lounge**

- ❑ Write in the journal with the names of all members/ guests and a summary of their stay.
- ❑ Switch OFF the air conditioner / heater in the dining room
- ❑ Turn heating system control to NORMAL (centre) position
- ❑ Ensure the Electric Fireplace in the lounge is OFF

**All rooms**

- ❑ Check all windows and curtains are closed
- ❑ Check all radiator valves are OPEN (fully anti-clockwise; position 4 in dining room)
- ❑ Switch OFF all lights

**Drying room and entry lobby**

- ❑ Switch OFF the drying room gas heater
- ❑ Check heating indicator lights to ensure heating OFF (summer) and LOW (winter)
- ❑ Switch OFF exit and stair lights (switch is in entry lobby)
    - Main electricity switch stays on to enable fire and emergency features

**Plant Room** *(next to laundry)* *DO THIS LAST BUT BEFORE SWITCHING OFF LIGHTS*

- ❑ **Water:** Close the GREEN main water valve (fully clockwise).
    - Do this AFTER all taps and toilets are no longer needed
    - Hot water: The three electric hot water units always to remain on
- ❑ **Heating:** Set the heating switch to LOW (winter) or OFF (summer)
    - Gas: The main gas BLACK valve always remains on
    - The pilot light remains ON
- ❑ **Door:** Ensure plant room door is closed correctly

**Door locks**

- ❑ Close ALL 3 external doors carefully (will lock automatically).