



# KNOW YOUR LODGE



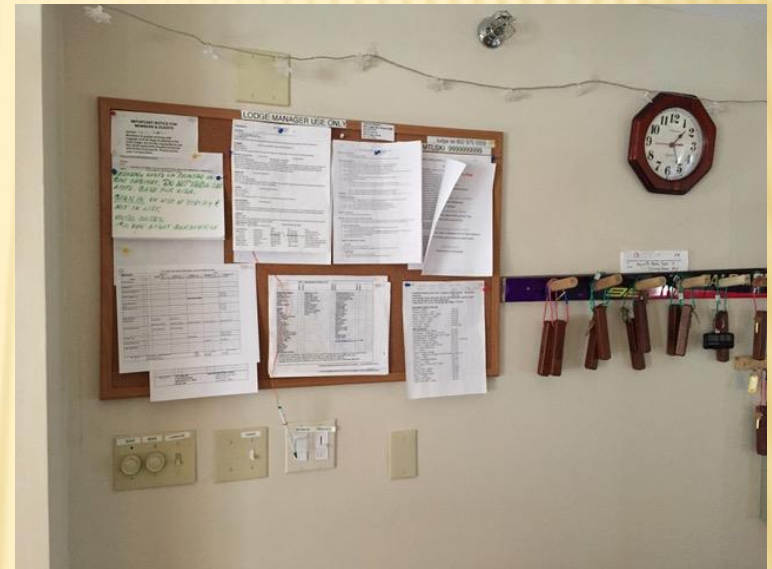
By Rick Sullivan



# LODGE REFERENCE MANUAL

Posted on the Lodge tab of the website:

- ✘ Contents
- ✘ First Visit
- ✘ House Rules
- ✘ Innkeeper Responsibilities



- ✘ Lodge Information Book in wall pocket between dining room and bar in the lodge



# HOUSE RULE HIGHLIGHTS

- ✘ NO Smoking on the property
- ✘ No pets
- ✘ Slippers (or “inside shoes”) required to protect softwood floors.
- ✘ No skis or poles in lodge
- ✘ Hallways must be kept clear
- ✘ Basement door is locked. Key is on key rack next to Bulletin Board when access is needed.
- ✘ Keys for suites must be left on key rack when you are out.



# INNKEEPER

- ✘ Gets free bed
- ✘ Provides continental breakfast food for weekend
- ✘ Is in charge to see the effective operation of weekend
- ✘ Is a volunteer who has been qualified by the Lodge Committee
- ✘ Please cooperate if innkeeper asks for your help.



# CLEANING

- ✘ Cleaning Service:
  - + Comes once per week during season
  - + Cleans common areas including bathrooms and kitchen
- ✘ We need to:
  - + Clean up after ourselves. That means wash and put away your dishes, etc.
  - + Empty the trash can in your room when you check out.
- ✘ If you are able to, volunteer to take the kitchen trash & recyclables to dumpster



# SECURITY

- ✘ All outside doors must be locked when you leave the lodge
- ✘ All main lodge doors are auto locked from outside when shut
- ✘ Suite doors must be checked
- ✘ Be sure gas is turned off on stoves and gas fireplace. Knob on stove must be “popped out”.



# POSSIBLE PROBLEMS

- ✘ For sprinkler malfunction--- call 911 and/ or the sprinkler vendor, Life Safety
- ✘ For heat failure---call Irving Oil (see Contact list).
- ✘ The Alarm box by front door beeps. Normally due to communication trouble. Call alarm company number on control box...silence alarm.





# POSSIBLE PROBLEMS

- ✘ Cable/ internet out - call Comcast # in lodge info book.
- ✘ Electrical – circuit breaker box in dining room, another in basement





# KITCHEN SMOKE

- ✘ Reduce chances of this problem by not leaving stovetop cooking unattended.
- ✘ Assure the door to kitchen is kept clear, so if there is smoke, the door will auto close.
- ✘ When the smoke detector in kitchen sounds, the door will close.
- ✘ Solve the problem and open the window from top and bottom.



# KITCHEN SMOKE

- ✘ Put window fan in the top section of the window.
- ✘ Turn fan on to blow out.
- ✘ Assure that bottom section is open too.
- ✘ Leave door closed







**PLEASE BE A  
CONSIDERATE GUEST  
AND ENJOY YOUR  
LODGE!**