

HELPFUL HINTS & OTHER MISCELLANY

2018 - 2019

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• **HELPFUL INFORMATION FOR LEXINGTON SKI CLUB MEMBERS** (2018-2019)

This document is intended to help members become familiar with the informal practices governing the Club's operation as well as with some of the more obscure aspects of the Lodge.

• **Club Bylaws & Lodge Rules**

The *Bylaws* and the *Lodge Rules & Regulations* are the formal documents governing the Ski Club and Lodge respectively and are distributed with the **Membership Information Packet** each fall. The *Bylaws* contain information about the legal, organizational, and fiscal aspects of the Lexington Ski Club: membership requirements, officers, government, standing committees, meetings, dues, etc. The *Lodge Rules & Regulations* contain important information about the Lodge and provide the formal rules governing the use of the Lodge (reservations, charges, meals, skis, bedtimes, sponsorship, conduct, etc.). The information below is intended to supplement these formal documents; in any case where this information appears to conflict with either the *Bylaws* or the *Lodge Rules & Regulations*, those documents are decisive, and you should be familiar with them. Please read the *Lodge Rules & Regulations* before continuing.

• **Lodge Paid Positions**

The Club employs a chef and a custodian. The chef handles meals, stocking of most supplies, and firewood. The custodian cleans the common areas and checks the Lodge periodically (2-3 times a week) to make sure everything is in order. He mops the dining room floor once a week during ski season and mows the lawn during the summer.

• **Compass Directions**

The Lodge faces roughly south. Thus, the motel wing is the west wing. The upstairs dorm wing is the north wing (also known as the derivative wing). The section toward the east and toward the front of the Lodge is the front,

or "luxury" wing. The second floor wing above the motel is known as the family wing.

• **Alarm System**

There is an alarm system that reacts to opening any of the three doors in the upstairs hall leading to the three wings. The system is wired for the bedroom wings only. Before activating the alarm, close the three doors to the bedroom wings at the top of the stairs. The alarm switch is on the left wall near the ceiling behind the door leading to the front wing (rooms 1, 2...). It looks like a light switch but is upside-down with respect to the alarm function: switch up for OFF — switch down for ON. There is a string of low wattage light bulbs outside, across the front balcony on the second floor. These are alarm indicators. When the **lights** are **ON**, the **alarm** is **OFF** and when the **lights** are **OFF** the **alarm** is **ON**. Think of the alarm switch in terms of whether the lights are on or off.

The alarm system should be turned off by the first person arriving at the Lodge and set by the last person leaving the Lodge (to go skiing or at any other time). If, as you leave the Lodge, you notice the string of lights is on, it means the alarm is NOT on.

If the alarm is on, and a door to one of the wings is opened, a loud bell will sound. If you should inadvertently set it off, just reset the switch to the off position. If you have guests, warn them about the alarm and how to activate/deactivate it.

• **Hot Water & Heat**

A new, oil-fired furnace and separate propane hot water system were installed in August 2009. In case of emergency (or in the summer), the switch for the furnace is across from the men's bathroom on the first floor, next to the door that goes to the wood shed.

We have a service contract with the oil company. If there is a problem with the furnace, do not touch the furnace. Call the oil company for service.

Thermostats and Heating

There are *two thermostats and a 12-hour "egg timer"* in the boot room. The two

thermostats look like this:



Near the ceiling is the setback thermostat - **DO NOT TOUCH THIS THERMOSTAT** - This thermostat monitors the temperature at the Lodge when no one is in residence and turns on the furnace so the pipes do not freeze.

At eye level is the thermostat to set the temperature when people are in residence at the Lodge. **When people are in residence the lower thermostat should be set to 62 and the timer turned on.** This will engage the lower thermostat and the furnace will heat the Lodge to the temperature set on the lower thermostat. The timer can be set for up to 12 hours.



The timer is below the thermostat.

The timer can be reset at any time so the heat will remain set for the temperature on the lower thermostat while people are in residence. **DO NOT** turn the timer to the off position; Let the timer run out and then the upper thermostat will begin monitoring the Lodge temperature.

Why was this done? People were forgetting to turn the thermostat down when they were leaving the Lodge, and the Lodge was being heated for extended periods of time with no one in residence. With this new system the temperature can be set while people are in residence and will automatically go back to the lower setting when the timer has run out. This will save the Club in heating costs as we will not be heating the Lodge to 62 degrees when no one is there.

• Sprinkler System

The Lodge has a sprinkler system called a "dry system." The pipes in the rooms contain pressurized air, maintained by a compressor in the cellar. We have a dry system to avoid freezing of water in the pipes during the winter. If heat (from a fire) melts a clip in one of the sprinkler heads, the air is released causing a valve in the cellar to open, filling the system with water, spraying water out the opened head, and setting off an alarm on the front porch of the building. If this happens or if you hear the alarm, call the fire department.

If a sprinkler head is opened by accident (for instance, if it is hit by a hammer in the course of Lodge work), the same thing can happen. Wooden wedges have been provided near each sprinkler head for cases like this to minimize unnecessary water damage. Insert the wooden wedge into the ring formed by the water nozzle and the spray head.

In all cases where the sprinkler has been activated, **the fire department must be called to come and reset the system.** The Club president or the Lodge chair should also be notified. **Nobody** is authorized to reset the system or touch the associated equipment in the cellar.

Smoke Detectors

Throughout the lodge, there are smoke detectors in the ceilings. These smoke detectors can be set off from steam from showers. Orange plastic caps for temporarily covering up the smoke detectors are stored in the lodge office. Before taking a shower, place a cap over the smoke detector in your bedroom. After the steam has dispersed, remove the cap. Dust can also set off the detectors, so use a cap when doing any dusty maintenance work.

When the smoke detectors go off, the alarm system directly notifies the local fire department, and they will come to deal with the situation. Only the fire department can turn off the alarms and reset the system. If the alarm has gone off for a non-emergency situation, call the local fire department **immediately** to let them know it is not an emergency situation. The phone number is posted in the phone booth next to the lodge office.

Everyone should leave the building when the fire alarm goes off, even if it is not an emergency situation.

Fire Exits & Plan

Plan to check out the best exit for your room when you check into a room at the Lodge. Advise your guests to do the same. Have a plan and talk to your kids about what they should do in case of a fire: get out of the building, have a predetermined place (such as the far end of the parking lot) to meet you, do not go back into the building until permitted to by an adult.

We do not have emergency lighting in the Lodge. Members and guests are expected to bring a flashlight with them and learn the location of the exits.

• Electrical Notes

**SPACE HEATERS
CANNOT BE USED IN THE LODGE
AT ANY TIME!**

The rooms on the front of the west wing have been rewired; the ones on the back side of the west wing are still not done. There are some good consequences and some side effects for all of the rooms that have been rewired on the second floor. Good is that all rooms have a switch for the overhead light and electrical feeds that have been brought up to date (eliminating old insulation where the rubber coating around the wires had dried out). Also, rooms with bathrooms now have wall switches for operating the lights in the bathroom. Shared bathrooms that have been rewired have two-way switches—one in each of the two adjoining rooms. So if your bathroom light does not appear to work, look to see if there is a wall switch and if it is on. And use the wall switches rather than the pull chains.

The negative side effect is a catch-22. All new work has to be done to the electrical code. Sink fixtures that have an attached outlet are not allowed to have that outlet connected. Outlets in a bathroom or next to a sink must be "ground fault isolated" (GFI) so that you stand some chance of not getting electrocuted if you somehow get between the power and the plumbing. Any new work, including new wiring to old fixtures, must be to code. At some point we would like to install GFI outlets in the bathrooms, but that is further in the future after we have replaced all of the old wiring. In the meantime, the outlets have been disabled in the old light fixtures that have been rewired. For the time being in those rooms, you will have to use your electric hair dryers and razors from a baseboard outlet in your room. There should be some extension cords in the linen closet for this purpose; it would be good to bring along one of your own if you are going to need such services.

Light Switches

There has been a fair amount of creativity in installing light switches in the Lodge. (Locating a certain number of switches in less than ten minutes used to be a requirement for membership!)

- **Unloading area:** As you enter the porch from the parking lot, a switch to your left, under the eaves against the Lodge controls the unloading area flood light and the lights along the front of that porch.
- **Front Porch and Ski Club sign:** in the front hall and front left corner of living room.
- **Ceiling lights in the living room:** look on a wall or post near the light for a dimmer switch.
- **Office light:** the switch is in the office in the middle of the wall by the phone booth.
- **Dining room lights:** the switches are in the hallway next to the first floor men's room.
- **Bar lights:** the only one that is hard to find is the one for the big light over the bar. It's on the post at the end of the bar.
- **Upstairs hall light:** the switch is on the post at the **foot** of the stairs. The lights for the three upstairs wings are controlled by switches at the top of the stairs.
- **Attic stairs light:** is in the closet at the foot of the attic stairs. The light for the foot of the stairs uses a pull chain.
- **Outside safety lights:** most are controlled by photoelectric cells; the ones at the back of the property can be turned **off** using the timer switch next to the back kitchen door.
- **Boot room exterior light:** the exterior light over the boot room door is on a photoelectric cell so it will be on at all times after dark. It permits our custodian to see if anyone is loitering on the porch.

• Reservation Forms

During ski season, fill out a reservation form and send it to the Host by mail or email. The IRS requires a "usage" accounting, and they will change our status to profit if our records show us having more non-members than members staying in the Lodge. If you do not make advance reservations, fill out a form for **every time** you are at the Lodge, sign and date it, and leave it in the box at the desk.

Guests

Review the guest rules (in the Membership Information Packet) with your guests. Have your guests sign in registration book at the registration desk when they arrive. If you leave guests at the Lodge alone, be sure to show them how to set the alarm and lock up the Lodge, and give them the combination. There is a laminated sheet in the office that lists all the doors that need to be locked if the guest needs to lock up the lodge. At departure make sure all rooms and bathrooms have been cleaned and beds are made.

Duties

During ski season, families will occasionally be assigned to breakfast, dinner, or bar duty. You should always check the bulletin board upon arrival at the Lodge to see if you have a duty. Duty assignments are not arbitrary. They are based on the number of days each member has been to the Lodge on ski weekends, the number of duties served by that member, and the number of guests a member has brought. See **Kitchen Guidelines** for details on breakfast and dinner duties.

• Bar Duty

When you have bar duty, you are responsible for:

- Purchasing and setting up before-dinner snacks for adults and children
- Keeping an adequate level of bar supplies (ice, glasses)
- Cleaning up the bar and common areas

Snacks should be set up by 4:45 - 5:00 pm. You can purchase cheese, crackers, dips, etc. (you can be as simple or creative as you wish, keeping the cost reasonable). Check the number of people in attendance for the weekend, making sure there is ample food for

everyone, including the children. Children are not allowed in the bar area between 5:00 pm and dinner. Their snacks can be placed in the TV room or the common room. Submit receipts for the snacks when you pay your weekend bill, and the cost will be deducted from your bill.

Keep a tray of clean glasses at the side of the bar. Provide an assortment of glasses. Fill the ice bin next to the sink with ice.

Put food away when the dinner bell is rung. Take any dirty glasses from the bar and the common room to the kitchen. Clean up the bar and common room. Vacuum the floor around the bar using the vacuum on the wall in the bar. Clean-up can be done after dinner. Food left from bar duty should be tightly wrapped and left behind the bar or in the refrigerator as appropriate and marked "Club food". Empty the trash container and the recycling container in the bar and put a new plastic bag in the trash container. (No trash bags go into the recycling dumpster.)

• **Shutting Down for the Night**

Last one to bed?

- Shut off all lights except: a light on a column in the dining room; the light on the column at the foot of the stairs in the living room; and the light at the top of the stairs.
- Make certain the thermostat is set for 64. (see thermostat instructions)
- Make sure the 5 downstairs Lodge doors are locked: 2 in the boot room, kitchen, side door to wood shed, and front door.

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| <p>Late arrivals or those staying out late are expected to know the combination or have their key with them.</p> |
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• **Closing Up & Locking the Lodge**

The Lodge should be locked and the alarm set by the last person leaving **at any time, day or night**. Every member should have the **combination** to the main door. If you have guests who will be returning before you do, give them the **combination**.

The doors to lock are:

Upstairs:

- door between rooms 8 and 9
- door between rooms 2 and 3
- door in the upstairs dorm

Downstairs:

- front door (near TV room)
- door near the men's bathroom
- kitchen door
- door in downstairs dorm
- rear boot room door
- front boot room door

Make sure front and rear doors of the three motels are locked.

Dumpsters

The large dumpster is for trash, and the small dumpster is for recyclables. Do NOT put any plastic trash bags in the recycle dumpster. The trash dumpster is secured with a carabiner. The dumpsters are emptied twice a month during the ski season. If they are full between pick-ups, contact the Lodge Chair to arrange a pick-up.

- **Fireplace Damper**

To operate the damper, refer to the instructions on the fireplace. If the instructions are missing or not clear, and there are no other members available who know how to operate it, then err on the side of caution and do not light a fire. Even when you think the flue is open, always check that the smoke can exit the chimney by lighting a small piece of paper and watching that the smoke escapes up the chimney, before you light the logs. Finally as a last precaution, you can cover the smoke detector at the bottom of the stairs while the fire gets going, but remember to uncover once you are sure that the chimney is working. Covers for the detectors can be found in the office.

- **Dirty Dishes**

If you have a late breakfast, or if you eat at the Lodge when the chef is not serving a meal, you are responsible for washing your own dishes and putting everything away. It is not the chef's job to do them with the dinner dishes. If you have a large group in attendance, the instructions for the dishwasher are on the wall near the dishwasher. Soap is in the large container under the counter to the right of the dishwasher. (Make sure you are using non-sudsing soap; do not use more than a level measure of soap.)

Trash Bags

Trash bags are kept in the kitchen under the microwave. If you are the Host, make sure all containers have been emptied and have new plastic bags (two in kitchen, one in the bar, one at the head of the stairs). Alone or with a large group, you are still responsible for emptying the trash and recycling. Trash bags should NOT go into recycling dumpster – empty the bag into the dumpster. Used trash bags from recycling containers can be used to line the trash container, to avoid wasting trash bags.

- **Dish Towels**

Dish towels are located in the large bottom drawer opposite the microwave. If you use a set of dish towels while you are at the Lodge, take them home, wash them, and take them or send them back up with another member. Please do not put dirty dish towels (even if they are dry) back into the dish towel drawer.

- **Tools**

We're always in need of extra tools. Let a Lodge Committee member know what you can donate or bring them to meetings. So do not be selfish: just think how happy your old, unused tools will feel to have a new life serving the Club and being part of the Lodge tool community hanging out on the pegboard.

Telephone

The Lodge phone in the phone booth is a business line that permits \$6.00 worth of local calls a month (measured service). Long distance and 900- calls are blocked. Long distance calls can be made either with a credit card or by reversing the charges.

Instruction Manuals

There is a file box in the office with instructions on the fuses, water shut-off, and the furnace.

- **Work Weekends**

Each member is required to perform a work weekend during the 6 scheduled weekends in the spring, summer, or fall. Although a member of the Club may put in extra time to cover another family member, family members who are not Club members and friends do not count in satisfying a Club member's requirement. Members may be excused for good cause with the approval of the Lodge Chair or Executive Committee upon written request before the last work weekend. Failure to complete a work weekend is grounds for suspension or expulsion from the club, and members lose their priority numbers for the year.

Prospective members and guests are not allowed to participate in work weekends due to liability issues.

Work weekend dates and leaders are identified in March: 2 in the spring, 1 during the summer, and 3 in the fall. The work weekend leaders becomes the hosts for that weekend. A work weekend consists of two days, Saturday (9am-5pm) and Sunday (9am-3pm); with

arrival preferred on Friday night. You are required to work a full weekend; children are expected to take part.

The ww leaders try to plan the work to be done well ahead of time so they can order necessary supplies and inform participants about what tools they are likely to need.

Normal reservation procedures apply except that the leader is the host for the weekend. Make your reservations well ahead of time to help the leaders plan the workload.

The leaders for the weekend designate a couple of workers to organize coffee breaks and lunch, with the cost divided among those in attendance. The Club provides the food for coffee breaks and lunch during the weekend. Everyone supplies their own food for breakfast and dinner. Some groups organize dinner in or go out together.

Work weekends are a vital part of keeping the Lodge together as well as getting the work done. The six work weekends are scheduled to provide ample opportunity for families to make their plans. Careful attention is given to avoiding holiday weekends and religious holidays, and the weekends are scheduled to minimize the number of weekends that make the Lodge unusable for vacationing. There is no rule to keep members from signing up for more than one of these golden opportunities.

• **General Maintenance at the Lodge**

Any time you see a small task that can be done immediately, please do it. For example, replace light bulbs that have burned out. Bulbs are kept in the stairway to the attic.

Snow should be removed from the front walk and from the two sets of outside stairs leading to the second floors (by the driveway and by the upstairs dorm in back).

When the wood box next to the fireplace is empty, bring in wood from the woodpile. This is a great task for kids.

● **Maintenance Log Book**

There is a **Maintenance Log Book kept in the holder on the office counter**. Your suggestions for minor repairs or major improvements are welcomed. If you discover a minor problem and fix it, **describe the problem, the fix, the fixer, and the date so we can keep track of it**.

Anything more major should be reported to the officers or to the Lodge chair. The only way the physical plant and operation of the Lodge improves is by our initiative. If you see something that needs work, have an idea of a better way to organize or operate the Club, fill out a suggestion and share it with an officer or chairperson.

Off-Season Use

The furnace is turned off when it is warm enough outside to not need heat to keep the pipes from freezing. The furnace switch is across from the men's bathroom on the first floor, by the door that goes to the wood shed.

Also check supplies (soap, coffee, decaf, toilet paper, etc). If the last case of anything is opened, please tell the Kitchen chair or Lodge chair, so new supplies can be ordered.

Before you leave, check toilets, empty trash, and check the kitchen to be sure all appliances are turned off.

Off-Season Reservations & Host

The normal reservation procedure is followed during the summer, and designated hosts are still responsible for receiving reservations and knowing who will be at the Lodge. The host need not be at the Lodge for the weekend, but is responsible for designating a member who

is planning to be at the Lodge to be in charge of any room assignments needed (see also "Large Groups").

After your stay, send your reservation form to the Treasurer, even if there are no charges. If there are charges involved with the weekend, send checks and reservation forms directly to the Treasurer.

• **Off-Season Large Groups**

If you sponsor a large group at the Lodge, you are responsible for their actions during their stay. Be sure to check the following:

- Have everyone review the guest rules;
- At departure, make sure all rooms and bathrooms have been cleaned, beds are made, and toilets have been flushed;
- Check the dumpster (see Dumpster instructions);
- Check all supplies (soap, toilet paper, cups, and paper towels). If the last case is opened, call the Kitchen or Lodge chair so that more can be ordered.
- Empty all garbage and clean the kitchen thoroughly.

• **Off-Season Reservations for Large Groups**

Regular reservation procedures are to be used with the following modification: the host of the large group will become the official host for the time that the group is to be at the Lodge in lieu of the host listed in the Membership Information Packet. The "large group host" is responsible for contacting the person listed as the host in the membership packet well ahead of time to make sure there is proper coordination. If the group's plans entail portions of weeks covered by two hosts, both should be contacted. Members wishing to use the Lodge during a time advertised in the Yodeler for a large group should send their reservation forms for the affected days to the **large group** host. The group host and the listed host are both responsible for coordinating any reservations.

Fire Permit for Outside Fires and Grilling

The town of North Woodstock requires a fire permit for outdoor fires and grilling. The ski club gets a permit each year, typically as part of the June or July work weekend. The permit can only be collected in person during the week during the local fire department office hours - so plan ahead. The permit is posted in the kitchen above the opening to the serving area.

Barbeque Grill

There is a barbeque grill outside the kitchen door. The grill *must* be moved out from under the porch before being used. Make sure the fire permit is current before using the grill.

- **Host for Club Meetings in Lexington**

Each Yodeler lists meeting dates and hosts for the monthly membership meetings in Lexington. The first person on the list is "host in charge" and responsible for collecting the supplies from the first person on the list from the previous meeting. If you have to purchase supplies such as napkins or plates, submit a bill to the treasurer.

The Host in charge should contact all the other hosts on the list to make sure they bring a small dessert. All hosts should arrive at the meeting 15 minutes early to start the hot water for tea and instant coffee, and set up for refreshments. Set up the tables in the back of the room. Fill the hot water heater in the kitchen. If the kitchen is locked, use the bathroom sink for water. (This is difficult, but it can be done). Clean up after the meeting and pass the boxes of supplies on to the host for the next meeting.

If you cannot serve when you are scheduled, it is your responsibility to get a sub. The list is published well in advance. Don't leave your friends stranded without help.
