

# INSTRUCTIONS FOR OPENING THE LODGE

## POWER

Turn the power on at the meter box. The meter board is divided into three sections:

1. The top three meters and switches relate to Light, Power and Fire Luminaries. These three switches should already be ON and should never be turned OFF.
2. The middle three meters and three green switches (joined) relate to the hot water. Switch ON.
3. The bottom three meters and switches relate to the old electric space heating. These are no longer connected to any circuits. Leave OFF. We now use gas heating.

## HOT WATER

1. The main switch for the hot water is in the meter box, but there is an electrical sub-board in the Plant Room on the end wall. The switches are numbered 1 to 5 and turn on the five storage tank units. Turn on as many as required for the numbers in the lodge.
2. Each storage tank has an isolation switch on the side of the tank. Make sure these are also turned ON. Tanks 1 and 2 are in the Plant Room. Tanks 3, 4 and 5 are in the Ski Storeroom.

## SPACE HEATING

1. There are two heaters. The heater in the Plant Room heats the Dinning/Lounge rooms and the Pool Room and is controlled by the wall controller in the Dinning Room. The heater in the Ski Storeroom heats all the bedrooms (upstairs and downstairs) and is controlled by the wall controller in the downstairs hall between Rooms 8 & 9. This heater is on the elevated floor in the far corner behind the three hot water tanks. It is "crawl in" access.
2. Before turning on the heaters make sure the gas is turned on.
  - a) Check that at least one tank cock is turned ON. (Both tanks for winter use.) Rotate anticlockwise fully to turn on and then turn back a ¼ turn to prevent it freezing ON.
  - b) Check isolation taps at each heater. (The yellow lever must be in line with the pipe for the gas to be ON.)
  - c) While at the heater check that the power is on to the heater via the power point at site.
3. Return to the wall controllers and turn the heaters ON by depressing the top button, with the vertical stripe. (The screen light can be turned ON for 30 seconds for each depression of the Fn or "Light Bulb" button.) The depiction of a thermometer will appear on the screen, with a stationary fan blade and a flame. If the room temperature (as shown at the top of the screen) is lower than the set temperature (also shown at the top of the screen) the heater is able to start producing hot air. The heater will then go through a warm up cycle and then the fan blade depiction will start to rotate. The heater is now ON and delivering hot air.
4. If the room temperature is higher than the set temperature (including ---, meaning 0) then the heater will not produce hot air till this reverses. Note that between 9.00 am and 4.00 pm both heaters are programmed for a set temperature of --- or something low like 16°C.
5. To overcome the above, the heaters can be turned to MANUAL, which overrides the AUTO programmed set temperature.
  - a) Hinge down the RH cover to reveal extra buttons.
  - b) Press the AUTO button. This button toggles the Auto program ON and OFF.
  - c) When the Auto program is OFF the Network reverts to MANUAL.
  - d) When MANUAL is showing in the screen the Rotary Dial will adjust the Set Temperature either up or down. A setting of 19°C is recommended. Provided that the room temperature is lower than the manually set temperature, the heater will start producing hot air.
  - e) When the lodge has warmed up make sure the network is turned back to AUTO. Press the AUTO button.

## HEATER PROBLEMS

1. If the controller screen is blank, the power to the heater is turned OFF. Go to the heater and turn the power point ON.
2. If an error message of "Err 50 HI" scrolls across the top of the screen, this means no gas is reaching the heater. This could mean:
  - a) The gas tank/s is/are empty. Check the gauges on both tanks. These read percentage full. A full tank will read about 80%, as room above the liquid LPG is require to hold the evaporated gas. If the gauge shows near zero you can check the height of the liquid gas

- in the tank by pouring boiling water down the side of the tank (from the top) and then feeling where the tank wall changes from warm to cold. This is the accurate way of telling how much gas remains. To order more LPG, ring Elgas on 131 161 quoting our Customer Number 0155077444. (This phone number is a 24 hour 7 days/week service number.)
- b) If you have turned the gas ON, before starting the heater, (as described above in SPACE HEATING 2) and confirmed there is gas, the error code has probably been generated from a previous group of guests and remains uncorrected.
  - c) To remove the error message the gas supply must be re-established and the heater RESET.
  - d) If a spanner icon appears on the controller it means there is a mechanical fault and this could also be corrected by RESETTING.
  - e) Press the Fn or "light bulb" button and if a RESET message appears on the controller screen opposite button 4 (buttons are numbered 1 to 5 from top to bottom on the left hand side) press button 4 to RESET.
  - f) If the above does not show or fails, go to the heater and remove the cover. The cover sits on the side of the heater in the plant room and on top of the heater in the Ski Storeroom. Underneath the cover you will see (take a torch) a grey box with a visual display panel. If the display panel reads RESET then press the ROUND button to RESET. Do NOT press either of the triangular buttons. These buttons are ONLY to be used by a qualified mechanic to set up the correct operating settings.
  - g) If all this fails, ring Steve Corby or his wife Fiona, of Corby's Heating and Cooling on:
    - i) 6452 7603 at his Cooma Office, Monday to Friday during working hours or,
    - ii) 0412 563 218 if his office does not answer.Ring Steve on your mobile, if possible, so you can take it to the controller and the heater while he runs you through the problem. He can often solve the problem over the phone.
  - h) The Manual for the Brivis Heaters is usually kept in the hall cupboard on the left side of the phone cabinet, near the First Aid Kit. A copy is available from John Propsting in Sydney. Ring 02 9436 1549 or 0407 659 523.
  - i) While waiting for help, use the wall heating strips to heat your bedroom and the open hearth fire to heat the living area.

#### TURN ON APPLIANCES

Turn the electricity onto:

1. The kitchen fridge. The power point is behind the fridge.
2. The bar fridge. The power point is in the kitchen cupboard, at floor level, behind the bar fridge.
3. The second fridge in the laundry, if required.
4. The freezer in the laundry, if required.

## **INSTRUCTIONS FOR CLOSING THE LODGE**

### **TURNING OFF APPLIANCES**

Turn the power OFF at the power points to the following:

1. The kitchen fridge. The power point is behind the fridge. Remove all contents, clean any spillages and leave both doors propped open to prevent mould.
2. The bar fridge. The power point is in the kitchen cupboard, at floor level, behind the bar fridge. The second power point on this plate is for the glass washing machine. Remove all contents, clean and leave the door propped open.
3. The second fridge in the laundry. The power point is in the laundry, above the new washing machine. Remove all contents, clean any spillage and leave both doors propped open.
4. The freezer outside the laundry. The power point is in the laundry, above the new washing machine. Remove all contents, clean any spillage and leave both doors propped open.

It is important to turn these appliances OFF at their power points because the power to them is NOT to be turned off at the meter box. The general power and light circuits also supply the fire luminaries (illuminated EXIT signs) If the power to these is turned off they automatically turn to battery power and in about 1 to 2 hours run the batteries flat. When the power is reconnected the batteries recharge, but if they are left flat for extended periods the batteries FAIL and need to be replaced.

### **SPACE HEATERS**

1. Both heaters must left turned OFF. Depress the top button with a vertical stripe, so the thermometer icon disappears, leaving residual information on BOTH wall controller screens.
2. Do NOT turn off the gas at the LPG bottles outside the lodge.
3. Do NOT turn off the gas at the isolation taps at the heater units.
4. Do NOT turn off the power to the heater units.

### **CLOSE THE LODGE**

1. Clean the lodge. Close all windows and draw the curtains.
2. Clean the filters (2) for the heaters.
  - a) For the heater in the plant room, the filter is in the framework of the heater unit. Lift flap as labelled and slide filter upwards and out. Brush and/or wash. Dry and replace.
  - b) For the heater in the ski store room, the filter is just under the return air grill at the end of the upstairs hall at the Valhalla end. Lift the square grill away, remove filter immediately below. Brush and/ or wash. Dry and replace.
3. Water Anil's pot plants before leaving.
4. Close all external doors.
5. Turn the hot water service off in the meter box. Push DOWN the three green switches joined together alongside the middle three meters. Do not turn the power off at the sub board or the isolation power points.
6. Leave all other switches in the meter box on. (See above for reason.)

### **HAVE A SAFE TRIP HOME**