

Pinnacle Ski Club: Turoa Lodge Guide

Welcome to Turoa Lodge, located at **21 Totara Street, Turoa Alpine Village, Ohakune**. This comprehensive guide serves as your handbook for staying at our village base. Turoa Lodge operates on a cooperative, community-led system.

Unlike Whakapapa, minimum opening numbers do not apply here, but guests must be fully self-reliant regarding housekeeping, meal coordination, and arrival procedures. Following these rules ensures the protection of our facility, compliance with emergency safety requirements, and harmony among all members.

Essential Guest Information & Arrival

- **Access Code & Lock Instructions:** Access to the lodge requires a valid code, which will be given to you by the Booking Officer once payment is made. The entry door is located on the north side of the lodge, under the deck outside the lounge, with entry through the playroom. Press button "C" to clear the mechanism, enter your unique combination, and rotate the turn-knob to open. Forced rotation will break the lock.
- **First to Arrive Protocol:** If you are the first person to arrive at the lodge for the weekend or booking block, you must turn on the main electrical system. Head directly to the Workshop and push the **"RED" Main Switch** to the ON position.
- **Late Arrivals:** If arriving late at night, you must remain quiet and show full consideration to sleeping lodge residents. Only sleep in the specific bunks officially allocated to you by the Booking Officer.
- **General Conduct:** The consumption of alcohol inside the bunkrooms and the use of illegal substances anywhere on the premises are strictly forbidden and subject to strong executive disciplinary action.

Housekeeping Duties & Facility Care

There is no permanent custodian on-site at Turoa. Everyone is allocated a standard community duty according to the Duty Roster posted on the notice board. Key requirements include:

Area / Task	Specific Rules & Responsibilities
Bunkroom Upkeep	Residents are strictly responsible for keeping their allocated bunk areas clean, organized, and clear of stray gear.
Dishwasher Operation	You MUST clean off all large food remains from plates, pots, and cutlery prior to placing them into the dishwasher. Food remains easily clog the fine spray jets, requiring expensive, unnecessary plumber callouts.
Drying Room Care	Hang your wet snow gear and boots in the drying room. Once items are completely dry, they must be removed immediately and kept beside your bunk to free up space for incoming guests.
Extension of Bookings	If you wish to extend your stay while at the lodge, you must first advise the current Lodge Leader, then contact the Booking Officer to settle additional fees BEFORE an updated Lodge Authority invoice is issued.

Lodge Leader & Fire Safety Officer Duties

If you are designated as the Turoa Lodge Leader, you are responsible for maintaining order and supervising safety protocols:

1. **Roster Allocation:** Ensure all incoming guests are assigned to a chore on the Duty Roster board.

2. **Safety Briefing:** Coordinate with the Fire Safety Officer to ensure every resident is aware of emergency exits, assembly points, and the absolute ban on bunkroom alcohol.
3. **Departure Check:** If you are the last to leave the lodge at the end of a block, ensure all appliances, ovens, and heaters are switched off, and security doors are securely locked.

Fire Safety & Evacuation Plan

Fire safety must be treated with the utmost seriousness. If you discover a fire, immediately break the protective glass on the nearest fire alarm and push the switch down.

- **Alarm Switch Locations:** At the bottom of the stairs, alongside the lounge at the top of the stairs, and alongside the fire exit door at the end of the upstairs bunkroom passage.
- **Emergency Exit Assembly Points:**
 - At the fire exit door at the East end of the upstairs bunkroom passage.
 - At the fire exit door at the North end of the basement passage alongside the downstairs toilet.
- **When the Alarm Rings:**
 1. Immediately put on warm, outdoor clothing and robust footwear suitable for walking out into snow or freezing conditions.
 2. **DO NOT** attempt to recover wet or dry clothing from the drying room. Move away immediately.
 3. Proceed directly to the nearest clear assembly point and wait for the Floor Warden or Lodge Leader's explicit instructions before exiting the building.
 4. Once cleared to exit, move directly across the road to the safety of the **Ruapehu Ski Club Lodge**.

"Power On" Arrival Procedure

When the Ohakune Lodge sits unoccupied between booking periods, the main electrical systems are isolated for building safety. Follow these steps upon arrival:

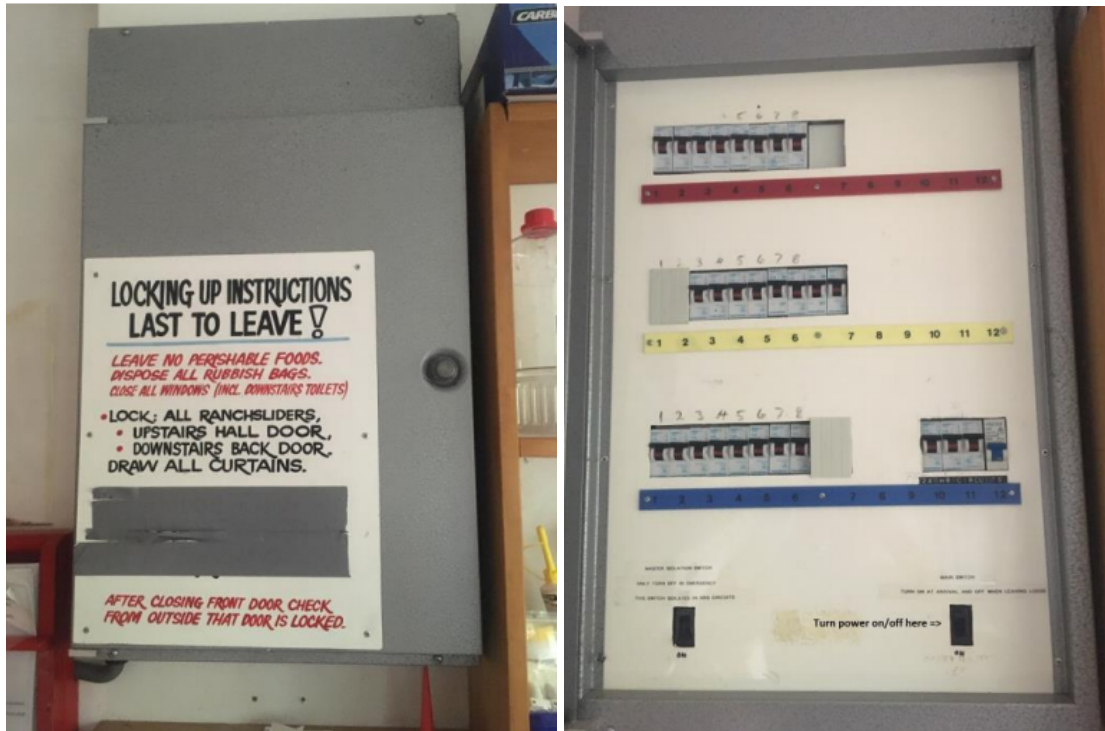
- **Lodge Access:** Enter your unique passcode (given by the Booking Officer once payment is made) into the electronic Carbine lock on the entry door to gain access.



- **Navigate to Workshop:** From the main entrance hallway, take an immediate left turn to access the designated workshop area.



- **Open Switchboard:** Within the workshop, locate the main electrical switchboard cabinet on the wall and open the protective door.



- **Flip Main Switch:** Locate the main power breaker switch inside the cabinet (situated at the lower right of the board). Flip the switch to the **ON** position to restore full electrical power to the building. If you are the last to leave, flip it to OFF using the same switch.

"Locking Up" Departure Checklist (Last to Leave)

If you are the final guest leaving the Turoa Lodge, you must complete each item on this checklist to properly shut down and insulate the property:

Checklist Item	Execution Steps
Perishable Foods	Clear out all fridges and pantries. Leave no perishable food items behind in the building.
Rubbish Disposal	Ensure all indoor rubbish bags are fully tied, removed from bins, and disposed of properly.

Checklist Item	Execution Steps
Windows & Ventilation	Check all rooms, bunkrooms, and wet areas. Ensure all windows are tightly closed and latched.
Security Locks	Double-check and lock all perimeter entry points, including the downstairs back door, the upstairs hall door, and all glass ranch sliders.
Insulation	Draw all interior curtains across the windows to preserve ambient temperature and protect the interior.
Power Isolation	Return to the switchboard inside the workshop. Locate the lower right power breaker and switch it to the OFF position.
Exterior Check	Pull the front entrance door firmly closed behind you. **Crucial:** Manually verify from the outside that the electronic lock has successfully engaged and the door cannot be pulled open.