

Information for First Time Users of Sixtus Lodge

Please read the Terms and Conditions on the Sixtus Lodge Website under Bookings again before leaving for camp.

A Code for the Sixtus Lodge entry Exterior Digital Door Lock will be sent by text, to the Camp Organiser, 3 days prior to the camp.

Once inside you'll find a bunch of keys hanging on a hook in the doorway between the pantry and the kitchen. These keys unlock other areas of the facility including the the drying room and mop shed.

The Trust Board recommends that the bunch of keys be returned to the hook when doors have been unlocked or locked.

On arrival you will need to switch the power on in the meter box(above the barbecue at the southeast corner of the Main Lodge Building).

Inside the meter box turn on the switch labelled Main and switch off again on your final departure.

Please do not touch the taped **Master Switch** as this switch runs the Refrigerator and Deep Freeze, Emergency Lighting and the Wired in Smoke Alarms. These items need to remain on even when the Lodge is unoccupied because the lighting and smoke alarm batteries need to be kept charged.

Please read the Information regarding: **What tenants need to supply for camps** on the website.

Before too much unpacking happens the Camp/Leader or a designated person needs to fill in the **Tenant's Checklist** and again prior to departure. Copies are in a plastic container near the telephone.

On Noticeboards and in the Kitchen/Pantry are other notices, which will help you during your stay, with other information regarding camps at Sixtus Lodge.

It is very important that the Designated Camp Leader or Organiser completes the Building Compliance Daily Inspection, early evening on every night's stay. Please initial the dates in the **Red Recording Folder** in the pantry drawer.

Any questions, please contact the Booking Secretary on 0212383546 or email bookings@sixtuslodge.co.nz