

## *MTL LODGE INN-KEEPER RESPONSIBILITIES*

### **PRIOR TO WEEKEND**

1. Purchase necessary food and supplies.
  - a. A list of items to be purchased will be forwarded to you via email by Lisa Durland.

### **UPON YOUR ARRIVAL**

1. Store perishable items in the Club refrigerator. This frig is reserved strictly for lodge staples. The other kitchen refrigerator is available for the use of all lodge guests. **If you see anything “growing” in either frig, throw it out !!!**
2. Post the bed assignment sheet on the bulletin board between the bar and dining room. The list is normally sent to printer in bar cabinet no later than Friday afternoon
3. Make sure that there are several rolls of toilet paper, paper towels, paper cups and liquid hand soap in each bathroom. Bath items are stored in main lodge basement, Key near bulletin board
4. Greet guests as they arrive,
  - a. If it is their first visit to the lodge show them around and help them to feel at home.
5. Other information
  - a. Security system is fire alarm only. If horns and lights go off fire department responds,
  - b. If it chirps it's ok to silence at west entrance door (nearest Rte 100 on front porch used for access to 2<sup>nd</sup> & 3<sup>rd</sup> floors)
  - c. Suite keys are near bulletin board; Keys are to be left in this area when current occupants are not on Lodge property.
    - i. There are 2 keys per suite, Verify that they are there if suites are vacant
  - d. Other keys near bulletin board including Garage, Basements, APT 31 for storage

### **SATURDAY MORNING**

1. Set up for breakfast. Generally, for most “ski” weekends, breakfast should be available from 6AM to 9AM.
  - a. Make coffee. Use slightly less than ¾ cup coffee/1 pot water (Same pot as before)
  - b. Put out cereal, muffins, breads, juice, milk, fruit, jelly, butter, etc.
    - i. If you are not an early riser, you can set up the breakfast foods and coffee the prior evening.
2. Before leaving in the morning, put food away and make sure that the kitchen is picked up.
  - a. If you are leaving early, arrange to have someone else put food away.

### **SUNDAY MORNING**

1. Repeat all breakfast activities as outlined above
2. Clean up kitchen (no dishes left in sink or dish rack).
3. Pick up living, dining and bar rooms
4. Wipe off tables and bar.
5. The inn-keeper is responsible for the overall condition of the lodge at the end of the weekend, and is expected not to go home until mid-afternoon on Sunday. If you must leave early, you should find someone to assume your responsibilities
3. While you are normally not expected to vacuum, if the house has been “trashed”, there are vacuum cleaners on each floor.
4. Empty trash in all bathroom/bedrooms, kitchen and dining room and replace trash can liners. Small and large bags are in kitchen cabinet
5. Curbside Municipal trash pickup is provided Monday morning
  - a. Innkeeper to place trash in Plastic Bags Curbside Sunday prior to leaving (best location is curbside south side of driveway near handicap ramp. But not too close to roadway so that the plows will not move or cover them.
  - b. The kitchen has two containers for trash disposal
    - i. Plastic, cans, paper & garbage in them.
    - ii. Wine bottles and beer cans and bottles in bar area.
    - iii. Beer cans and bottles moved to carriage house for Millie to recycle.

- iv. Corrugated cardboard boxes to be broken down and flattened and placed in garage with newspapers in a separate pile.
  - v. Our tenants have two blue trash cans on the deck near the patio doors that they are responsible for and we may not put our refuse out on that deck
6. Check to make sure thermostats in all rooms are set at 60 degrees
    - a. Most bedrooms rooms have a thermostat except third floor where there is only one.
    - b. One in the parlor
    - c. One by the bar bulletin board
      - i. Bar-room should be set at 67 degrees
  7. All bathroom/bedroom doors must be left **closed**.
  8. Complete an inventory of food staples, paper supplies left at the end of the weekend (inventory sheets are on bulletin board) You will need to call or email list to Lisa at [mtllodge@gmail.com](mailto:mtllodge@gmail.com)
  9. Retrieve bed assignment sheets for the past midweek days and current weekend. These need to be sent to Lisa.
    - a. They can be scanned and e-mailed [mtllodge@gmail.com](mailto:mtllodge@gmail.com), brought to the next Wednesday night meeting or mailed to her home address

### **WHEN YOU LEAVE**

Make sure all doors are locked, No action needed for alarm system.  
Verify All Windows are closed

### **Emergency Evacuation Procedures:**

1. In the event of a fire or other emergency, **call 911 – you may need to use a cell phone. Fire dept. will respond if horns and lights are activated**
2. It is your responsibility to see that everyone evacuates the building, and regroups in designated evacuation meeting area
  - a. Evacuation meeting area is as far away from building to the south of the lodge (general parking lot side)
  - b. **Under no circumstances should guests be allowed back upstairs to collect their personal belonging.**
  - c. Coordinate a head count to verify that all guests have vacated the lodge.

### **EMERGENCY PHONE NUMBERS:**

Lodge Manager- Bob Sjostedt: 203-287-0009 (home) 203-430-2584 (cell)  
Lodge Member/local contact:

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