

# INN-KEEPER RESPONSIBILITIES

## Prior to weekend:

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

## Upon your arrival:

1. Put paper supplies in the kitchen closet or in the half-bath on the second floor. Store perishable items in the refrigerator to the left of the kitchen sink. 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 in the entrance hallway. The list is normally faxed to the Lodge no later than Friday afternoon. This sheet will need to be retrieved for Lisa at end of weekend.
3. Turn on light in the rear parking lot. Light switch is by the fireplace wall, next to thermostat.
4. Inspect wood stove. Area should be kept of paper, cardboard, etc which may catch on fire.
3. Make sure that there are several rolls of toilet paper, paper towels, paper cups and liquid hand soap in each bathroom.
5. Greet guests as they arrive. If it is their first visit to the lodge, show them around and help them to feel at home. Collect any outstanding money/vouchers and record on bed assignment sheet, and turn into Lisa at next meeting.

## Saturday Morning:

1. Make coffee. Use slightly less than  $\frac{3}{4}$  cup coffee/1 pot water. Put out cereal, muffins, breads, juice, milk, fruit, jelly, butter, etc. Generally, for most "ski" weekends, breakfast should be available from 6AM to 9AM. 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. 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). Pick up living, dining and bar rooms. Wipe off tables and bar. While you are normally not expected to vacuum, if the house has been "trashed", there is a central vac system. Hose is located inside cellar door. Vacuum outlets are on the first floor entering the bar-room (in front of first aid box) and in front hall next to stairs, near kitchen entrance.
3. Empty all bathroom/bedroom, kitchen and dining room trash, and replace trash can liners. (Large bags are under kitchen counter, small bags are in upstairs ½ bath.) All recyclables and deposit containers must be put into appropriate bins in barn. Garbage is generally picked up from barn Sunday mornings by 10:30 AM. (Note: we are charged \$2.50-\$3.00 per bag of trash; please try to fill the bags before disposing of them.)
4. Complete an inventory of food staples, paper supplies left at the end of the weekend (inventory sheets are inside the kitchen closet door). You will need to call, fax or email list to Lisa at [lodge@mtlski.com](mailto:lodge@mtlski.com). Also retrieve bed assignment sheet for Lisa.
5. Check to make sure thermostats in all rooms are set at 60 degrees. Bar-room should be set at 65 degrees. All bathroom/bedroom doors must be left open.
6. 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.

## **Emergency Evacuation Procedures:**

In the event of a fire or other emergency, it is your responsibility to see that everyone evacuates the building, and regroups in the front yard of the building which is located next to the lodge parking lot. **Under no circumstances should guests be allowed back upstairs to collect their personal belonging.** Coordinate a head count to verify that all guests have vacated the lodge. In the event of a fire, the fire alarm system will automatically disconnect the phone system, so you will not be able to make an outgoing 911 call. While the **local fire department will be notified by the alarm company, if you have ready access to a cell phone, call 911.**

### Emergency Phone Numbers:

Lodge Manager-Maureen Gaherty: 860-301-3920 (cell),  
860-632-0179 (home)

Lodge Reservationists- Lisa Durland: 860-533-1981 (home)

Lodge Chairman- Wayne Cormier: 860-882-3507 (cell)

Lodge Member/local contact: Lana Parks 802-259-2749

12/19/2007 (mgaherty)