

Guide for Off-Trip Stays at Miramar Lodge



Important!!!
**Procedures and guidelines for staying in the
Miramar lodge when not on an official trip**

PLEASE READ THIS

Dear Member,

We hope that you enjoy your visit. There are certain responsibilities and obligations accompanying non-organized visits to the Miramar lodge. The following Information will explain those responsibilities and will ensure your comfort and safety while at the lodge.

Please note that there is no smoking or vaping in the lodge or on the front porch or back deck.

The telephone number at the lodge is (802) 496-8824.

HAVE A PLEASANT STAY!

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OVERVIEW

Regular, Golden and Platinum Members may stay in the lodge “off-trip” when there is no scheduled trip or work weekend. Members may bring non-member guests. Limited housekeeping services are provided during off-trip stays.

This handbook provides a brief checklist of responsibilities for off-trip stays as well as more detailed instructions and information.

OFF-TRIP LODGE USE CHECKLIST

ARRANGE YOUR STAY

- Review the Off-Trip User Checklist, details, and additional information in this guide.
- Review the current [Off-Trip Policy and Rates](#).
- [Book Your Off-Trip Stay](#).
- Receive your room assignment and door code from the reservationist.

UPON ARRIVAL AT THE LODGE

- Sign the Guest Book (the book may be in a drawer).
- Use the room assigned to you and check the conditions. If you arrive soon after a trip and before the housekeeper has completed cleaning for that trip, you may have to make your bed and take clean towels.
- Report any non-emergency issues related to housekeeping, the building, or heating problems to the reservationist who confirmed your booking.
- For emergency issues, refer to the list of contacts next to both front doors. Also, report the issue(s) using the form. Include action taken to remedy the emergency.

WHEN LEAVING THE LODGE

Leave no trace, so the lodge is ready for the next trip.

- Housekeeping services are limited, so you must clean-up and close-up:
 - Bring linens and towels to the boot room

- Remove trash, compost and recycling to their respective containers outside
 - Turn down thermostats
 - Close and lock all windows and doors
- Report any new repair issues or housekeeping needs by sending an email to operations@miramar.org.

OFF-TRIP LODGE USE DETAILS

ARRIVAL

Door Locks & Security

A code is required to open the front doors and enter the building. The code will be provided by the reservationist a few days before your stay. Note, the security system is not currently in use.

All doors lock automatically when they close. **Double-check that the front doors are closed properly and locked.** To open the doors from the inside, push on the bar.

Bedrooms

Depending on how soon after a trip you arrive, housekeeping staff may not have made all beds and cleaned. If the bed in your room isn't made, use linens from one of the two linen closets to make the bed and take clean towels.

Kitchen

Kitchen appliances may be used only as follows:

- Oven & Broiler: use with caution and abide by all posted restrictions.
- Griddle: only to be used for pancakes or French toast, NO bacon or other oily food. Must be cleaned thoroughly after use.
- Outdoor BBQ: use with caution and clean thoroughly after use.
- Dishwasher: follow posted instructions carefully, and power off when finished. Use only for large amounts of dishes, otherwise handwash.
- Kitchen Refrigerator: bagged and labeled food may be stored in the kitchen refrigerator, but not within 5 days of any scheduled official trip. The refrigerator

door does not close automatically so users must take extreme caution assuring the door is latched every time. Otherwise, use the downstairs refrigerator next to the bar and, as always, label all food with your name.

DO NOT: use any food, beverages, or supplies purchased by Miramar.

DO NOT: forget to take all food with you when you depart. Any condiments or non-perishables food items left behind for anybody to use label as "Community Use."

DO: clean up all items used after each meal to help prevent bugs and vermin, and as a courtesy to other trippers. At the end of your stay, leave the kitchen and all appliances, dishes, pots, pans, utensils, etc. clean and put away. You may use the top burners on the stove and the microwave in the dining room.

DO: properly dispose of all compostable waste before you leave. Vermont requires any food waste to be disposed of in the compost bin near the main dumpsters. There are compostable bags in the kitchen.

Dining Room and Recreation Room

Off-trip lodge use is BYOB. Clean and put away any glasses, dishes, cookware, and utensils you use and clean all surfaces.

Ski Equipment

If you bring skis into the lodge, store them in the boot room. **Do not** store skis in the bedrooms.

DEPARTURE

Perform the following lodge clean-up and lock-up activities before departing from the lodge.

Bedrooms

Strip your bed and place your linens, towels and bathmat in the laundry bags in the boot room.

Be certain that all windows are locked and that the room thermostats have been lowered to 40F. Be sure that all lights are out.

If you leave the day a planned trip is scheduled to arrive, make sure that all your personal items are packed and your room is empty before the trip arrives at the lodge.

Garbage, Compost and Recyclables

Remove all trash from your room and take out the garbage in tied plastic bags. Place all trash bags in the trash dumpster at the back of the parking lot. Do not put trash in the recyclables dumpster. The key to the dumpster is just outside the kitchen wall on a large circular metal key ring. Plastic garbage bags are in the cabinet below the pass-through opening in the dining room. Discard compost in the compost bin near the dumpsters and wash out the compost can, if necessary.

Rinse out soda, wine and beer bottles/cans and place in the plastic barrel outside of the kitchen and discard in the dumpster marked for recyclables. Return the plastic barrel to the lodge.

Make sure the trash and recycling dumpsters are locked and the compost can is sealed closed.

Kitchen/Dining Room

DO: Unplug appliances such as the electric teapot, coffee pot, etc

DO: Clean and put away all the equipment that you have used.

DO: Hand wash all dishes pots, pans, glassware and utensils you use.

DO: Clean tables and kitchen work areas (cleaners are in the kitchen or in the cabinetry or in the slop sink closet).

ADDITIONAL INFORMATION

MAKING A FIRE

IMPORTANT: Before starting a fire, read the directions on "How to Make a Fire", appearing on the plaque above the fireplace. Be sure that the flue in the fireplace is open before starting a fire.

Starting a Fire

- Open the flue at least a 1/2 hour before you start the fire. That way, the chimney should warm up enough to prevent a downdraft & cause smoke to fill the room.
- To open the flue, notice the cable chain attached to a handle that is secured to a bracket on the side of the firebox. To open the spring-loaded damper, gently pull down on the handle just enough to release it from the notch in the bracket and

allow the cable to move upward so the damper opens.

- Prime the chimney by rolling up a piece of newspaper, lighting the end, and holding it up inside the chimney. If the flame goes up & doesn't blow down & out, you're good to go!

Ending a Fire

- Make sure the fire has burned down fully in the evening before going to bed. Rake the ashes to uncover embers still smoldering. Do not close the flue, until everything is out.
- To close the flue, pull down on the cable until you hear the damper shut, then secure it in the notch in the bracket to keep it in place and the damper closed.
- Leave approximately a 1" layer of ashes & coals in the fireplace. That will help get the fire going & keep it going. Remove some when there's too much, but not all of it. (This is recommended by The Chimney Safety Institute.)
- Deposit ashes in the outdoor ash bins behind the lodge when the flue is shut. This includes any partially burnt wood.

Making a fire improperly will cause the room to fill with smoke which will automatically trigger the fire alarms and notify the fire department.

LOCATION OF THE LIGHT SWITCHES

Dining Room – The switches/dimmers which operate the lights and ceiling fans are readily visible and labelled.

Recreation Room – The overhead light switch is located on the wall at the bar near the sink next to the paper towel rack. The interior light switch is located at the end of the bar near the refrigerator.

ATTIC FAN

Once the fan is set up for the summer – The electric breaker box with the switch for attic fan is located at the end of the hall on the second floor. Push down the #4 / #5 switches together. This activates the fan and automatically opens the vent. **Do not** touch any other switches in the breaker box.

For best cooling results, turn the fan on at sundown and open the windows.

In the morning, turn the fan off and close the windows and doors.

HEAT AND HOT WATER

If the heat or hot water is not working, consult the furnace and boiler instructions attached to the boiler in the tune-up room or call F.G. White at 1-800-496-3316. Send an email immediately to operations@miramar.org so the Operations Team is aware of the problem and any service call.

FIRE DETECTION AND ALARM SYSTEM

The lodge is equipped with hard-wired smoke alarms and battery carbon dioxide detectors, two independent systems for detecting any fire or smoke. Operating instructions are posted on the units. It is important that you take a minute to review them.

The smoke detectors are connected to a central control unit in the tool room. The control unit operates alarm horns on all floors and alerts our monitoring services automatically via telephone.

IMPORTANT: The alarm company is automatically notified when the system detects exceptionally cold temperatures in the sub-basement or tampering with the alarm boxes. They will call the lodge first to notify someone. Answer the phone if it rings. If they ask for the code to confirm you are an authorized user, it is **0608**. The code is also in the instructions near the closed alarm control box in the paint room, at the bottom of the stairs on the lower level.

If they report that low temperature is detected, open the door to the sub-basement to allow warm air from the basement in. If temperatures are expected to remain very cold, place a fan in the doorway to blow warm air downstairs.

WARNING: DO NOT OPEN THE ALARM CONTROL BOX unless instructed to do so by the alarm company. Opening the control box sets off a tamper alarm.

HANDY PHONE NUMBERS

A more detailed list of important phone numbers hangs in the lodge near the phone by the front door. Contact information for club officers can be found on the club's website.

Contact	Name	Phone / Email
Off-Trip Reservations	Patricia Costa-Giomi Hildingur Mahanti	MariaPCG85@gmail.com hildingur@gmail.com
Lodge Operations	Jim Shanahan	operations@miramar.org

Lodge Security System	Home Security	(800) 933-4762
Boiler/HWH trouble	F.G. White	(800) 496-3316 (802) 496-3316
Lodge Phone	Lodge Phone	(802) 496-8824