

HOST NOTES!

Here is some new information and a review of reminders while visiting the Lodge. If you have any questions regarding these items, call one of the Trustees.

The front **ENTRY DOOR** has a push button combination lock. The code is **1627**.

Close the deadbolt when you leave but not overnight (fire law). Be sure the front door is securely closed at night. The combo enables members and guests to easily enter and leave and restricts the general public from entering. **Front door keys are only sent to hosts when required by snow conditions.** Otherwise, the key can be found in the shed lockbox to the right of the door. The **shed** door combo is **0415**. The **lockbox** combo is **9010**. This code should only be used by hosts. PLEASE leave it locked at all times when not in use. The key must be returned to the lockbox when you leave. Otherwise, the next host will not be able to get in.

Everyone needs to sign the **GUEST REGISTER BOOK**, one name per line, including the beginning and end date of stay. Hosts should review the entries for legibility.

The trash **DUMPSTER** has a combination lock, code is **9010**, the same as the lodge's address. This keeps non-members from filling up the dumpster and the bears out. During the winter months we will not use the padlock, as it makes it difficult for the trash collector, but will use the bear latch.

We have **CRITTERS** at Echo. Be sure to pull ALL food away in the kitchen/pantry after dinner. This includes fruit and potatoes that previously may have been stored on the shelves. They can be put in the refrigerator, old ice box, or an empty cooler. It is a good idea to keep a heavy item on top of the sugar, flour, etc. containers, they can pop the lids. **Please set traps while you are there, but not upon leaving (no one likes moldy mice later).**

We have a policy of "**NO SKIPPED MEALS**". Guests are charged for all meals from the first to last meal of a stay. If a guest has a special diet brings their own food, they are still charged for the meals. Those with special diet needs need to inform the host before the food is purchased. Hosts may make reasonable accommodations but there is no requirement. Happy hour can include hot soup or spiced drinks and light snacks. Cocktails, beer and wine are not included; members must provide their own alcoholic beverages.

DISHWASHING, DISHWASHING, DISHWASHING!!! Instructions are above the sink.
FIRST: Scrape and degrease plates with paper towels into the trash can, over the drain board to the left of the sink.
SECOND: Wash in hot sudsy detergent water.
THIRD: Rinse in hot water, change often.
FOURTH: Disinfect with bleach water.
FIFTH: Then air dry on the racks.
KEEP SINGING!

WATER SUPPLY SYSTEM: The lodge has a private well/tank system. Water is pumped through a water line running from our pump house near the Snow Park to the lodge. The pump is powered by an underground cable that runs from the lodge. A pressure switch on the pump automatically starts the pump when the system pressure drops below 30 psi. The pump runs until the system pressure reaches 50 psi and fills the storage tanks under the lodge. The tanks hold approximately 140 gallons.

During a power outage, the amount of water remaining in the tanks can't be determined. Water usage should be minimized immediately (e.g. no showers, minimal toilet flushing, use disposable dishes/cups, revise your menu to reduce water- etc). You can call PG&E or go online to determine if you need to terminate your event. Call a trustee if you have questions.

SEPTIC SYSTEM: DO NOT rinse bacon drippings, cooking oils or other greasy waste in the sinks. Wipe them out with paper towels and wash with soapy water. Be conservative with water use to avoid saturating the leach field. **NEVER** flush non-biodegradable refuse such as wipes, diaper liners or sanitary products down the toilet. **DON'T** dump chemicals or insecticides down the drains (the kills the good decomposition bacteria in the tank).

WATER shut down and turn on procedures: These are revised and tested, and are located not only in the Lodge Operations Manuals, but an instruction folder always hangs just outside the pantry on a hook. If you are a winter host and do not see the white of the eyes of the following host, you need to shut down the water to avoid frozen pipes. It is advised that the procedures for shutting and opening be done by 2 people. One to read the directions, another to execute them.

BEAR PREVENTION: During Spring, Summer, and Fall, **keep small saucers of Pine sol near the entryways.** Bears don't like the smell of Pine sol, and this is a good deterrent. Saucers can be any small container, such as a small plastic or Styrofoam bowl, or even a clean used can (lid removed). Please label Pinesol bottles "for BEARS only" since it should not be used for cleaning our floors. Place saucers where guests won't trip over them, such as under a stairstep.

Additional Bear tips: Never leave doors open, bears have walked in and taken food. Do not place ice chests (even empty ones) near windows. Bears can use them as ladders. Report any incident to a trustee.

WINTER PARKING: We have limited parking in the winter, we purchase Snow Park Passes for overflow parking. You will find a large envelope around the host's desk, with five annual passes. These cost \$25.00 each. Your first guests to arrive can park as usual. When all the spaces are taken, guests can unload at the lodge, put \$25.00 in the envelope and be given a pass. Then, park their car at the Snow Park. When they depart they can bring their car down to load, return the pass and be refunded their \$25.00. Be sure to inform your guests of the possibility of needing to park in the Snow Park. Passes should only be handled by the Host or other responsible person.

ELECTRIC WALL HEATERS IN THE UPSTAIRS DORM: These are wall mounted. Find, read, and follow the posted instructions. They are expensive to run and difficult to repair. A timer switch is in the entry vestibule. Turn the timer switch on and the heaters will work. The heaters will automatically switch off once the time has completed.

COFFEE: Please use only **REGULAR** grind coffee, the finer grinds make the machine overflow and make a mess!

BBQ- Please keep the BBQ away from all wood, railing, cover, walls, and table. The vent on the back can get hot and have flare-ups with greasy meats. **Thank you!!!!**

Hosts will vacate the lodge before noon, new Hosts will come after that, unless at another mutually agreed upon time.

Thank you for hosting and have a great time at Echo!!!

FRONT DOOR: 1627
SHED: 0415
KEY LOCK BOX: 9010
DUMPSTER: 9010