

**THE NATURE FRIENDS, INC
HANDBOOK FOR THE CARETAKER
Wm. Heidelmann Lodge**

Table of Contents	1.
1. Scope and Purpose of the Handbook	2.
2. Responsibilities of Heidelmann Lodge Committee	2.
3. Responsibilities, Duties & Authorities of the Caretaker	
A. General statement of responsibilities	3.
B. General statement of authority	3.
C. House rules	3-4
4. Detailed Description of Caretaker's Responsibilities	
A. Administrative Duties	5-6
B. Maintenance Duties- inside	
1. General statement	6.
2. Basement	7-8
3. First Floor	8-11
4. Second floor (Dormitory level)	11-13
5. Third Floor	13
C. Maintenance of Outside Premises	13-14
1. Operation of the Onan Generator	15
5. Heidelmann Caretaker Evaluation	16

1. Scope and Purpose of the Handbook

- A. It is the purpose of this handbook to outline the rights, duties, and responsibilities of the caretaker of Wm. Heidelmann Lodge (WHL).
- B. This handbook also establishes the communication process between the caretaker and the membership and between the caretaker and the Heidelmann Lodge Committee (HLC).

2. Responsibilities of the Wm. Heidelmann Lodge Committee

- A. The WHL is owned by the Nature Friends, Inc. (California) and operated for the benefit of the membership by the HLC (Said committee consists of members from the Corporation's Board of Directors. The Board of Directors is elected annually by the membership of the three branches of the corporation.)
- B. The WHL was built for the recreation and enjoyment of the members and their guests. HLC bears the responsibility for the operation, maintenance and improvement of the lodge.
- C. The committee fulfills its responsibility by employing a resident caretaker. Thus, the caretaker derives his/her authority directly from the HLC and not the membership of the corporation.
- D. The HLC meets regularly (usually on the last Thursday of the month of each month at the Oakland clubhouse) to review and set new policies for the operation of WHL. At these meetings all business and financial matters concerning WHL are decided and recorded. A copy of these minutes shall be forwarded to the caretaker to inform him/her of the Committee's instructions and decisions.
- E. The HLC has the authority to terminate employment of the caretaker and to select a new caretaker when the position is vacated.
- F. Charges or complaints by the members of the corporation against the caretaker or by the caretaker against a member or guest must be brought before the HLC who will decide on the appropriate course of action. THE DECISION OF THE HLC IS FINAL.

2.

3. **Responsibilities, Duties & Authorities of the Caretaker**

The following general statement of responsibilities is applicable to all situations not specifically covered in the subsequent paragraphs:

A. **General Statement of Responsibilities**

1. It shall be the responsibility of the caretaker of WHL to maintain the safety, security and cleanliness of the lodge.
2. It is the duty of the caretaker to promptly inform the HLC of any condition and/or situation, which might jeopardize the physical safety of members and guests and/or the operation of the club.

B. **General Statement of Authority**

1. The caretaker has the right to ask visiting members and guests to cooperate and assist in the day-to-day upkeep of the lodge.
2. The caretaker has the authority to enforce the "House Rules" which are posted above the registration desk. No arguments concerning the interpretation of the House Rules will be tolerated. Any objections to the caretaker's decisions based on the House Rules shall be brought before the HLC.

C. **House Rules**

Dormitory/ Bathrooms

1. Any nighttime showers by members or guests must be taken before 10P.M.
2. Bathing of young children must be done under parental supervision.
3. Members and guests must be quiet at the dormitory level before 9:00A.M. and after 9:00 P.M.
4. Personal belongings must not be spread on adjoining areas or other beds.
5. Members and guests are not permitted to use alarm clocks or cell phones in the dorms.
6. Radios and all other listening devices may only be played while

wearing headphones.

3. General

1. After 11:00P.M. there shall be “quiet time” wherein all members and guests will show consideration and will avoid disturbing others. The caretaker may designate a “responsible” member to lock up, turn off lights and generally ready the lodge for closing for the night.
2. Members and accompanied guests may use the members’ room. Before closing the room for the night, those using the room are responsible to:
 - clean and restore the room to order
 - keep the fireplace screened at all times
 - securely lock all windows
3. A member or guest who leaves the lodge expecting to return after 11P.M. must obtain the combination for the front door from the caretaker before leaving.
4. Anyone arriving after 11P.M. should be quiet as possible and use only a flashlight. The shaded dormitory lights should only be used when absolutely necessary and must be turned off before retiring.
5. SMOKING is NOT permitted in the lodge.
6. The music system is to be used at the discretion of the caretaker or an appropriate member.
7. Upon request of the caretaker or by a HLC member, members and their guests shall assist in the cleaning and/or maintenance of the lodge.
8. It is the responsibility of members to familiarize their guest(s) with the House Rules. Parents are advised to instruct their children to follow the House Rules and to obey the caretaker.
9. Any member or guest who willfully violates the House Rules may be subject to disciplinary action by HLC.

4.

4. Detailed Description of the Caretaker's Responsibilities

The duties and responsibilities of the caretaker are divided into three sections.

A. Administrative Duties

1. The caretaker insures that all members and guests register immediately after arrival.

Upon request members must present their paid up membership card to receive member rates.

If a member fails to carry the card with him/her or does not have the current year stamp by February 1st, the caretaker must charge guest rates to the member.

Refunds shall be made upon presentation of a paid dues card to the HLC.

2. Guests must be accompanied by a sponsoring member or be in possession of a dated and signed guest card. Other acceptable proof would be written communication, a telephone call or email from themember.

The caretaker has the right to refuse admission of an unsponsored guest.

3. Upon departure of visitors the caretaker will collect lodging and other fees.
A numbered receipt is issued to the visitor; one copy remains at the lodge and the second copy is forwarded to the auditor of the HLC.
The dates of arrival and departure and the receipt number are to be entered into the visitor's register.
4. At suitable intervals the collected monies (cash and checks) are to be deposited in the bank.
5. A monthly statement showing receipts and disbursements shall be forwarded to the auditor of the HLC.
6. The caretaker will submit requests for lockers directly to the locker coordinator of the HLC who will keep a list of requests.

The date of request will determine the order of locker assignments.

5.

7. The caretaker at the discretion of the HLC, has the authority to empty lockers (both ski and food) if the fees are not paid by December 31st. The property removed from the locker shall be kept in a safe place. After a reasonable time, any unclaimed articles may be discarded.
8. Only the caretaker and the chairman may have possession of the lodge master key. As directed by the HLC, the caretaker shall keep the storage room, tool room, third floor level and boiler room locked at all times.
9. The caretaker has the combination to the safe.
10. All communications from government agencies concerning the operation of the lodge shall be forwarded to the HLC. Any expense shall be forwarded to the treasurer of the HLC within a week.
11. The caretaker shall notify the HLC of any needed repairs or replacements which exceed his/her designated duties and/or are beyond his/her expertise.
12. The caretaker will prepare a list of needed work projects and present such a list to the HLC prior to the workday.
13. As directed by the HLC, the caretaker is authorized to purchase supplies and materials for normal use and for special occasions (work days and celebration days). All purchase receipts are to be forwarded to the treasurer of the HLC.

B. Maintenance Duties of the Caretaker

General Statement:

The caretaker shall maintain the cleanliness of the lodge. With sufficient notice the caretaker may request the assistance of members and guests to complete these duties.

It should be clear that during heavy used periods, i.e. after skiing and workday weekends, considerable cleaning of the basement, first floor and the dorms will be required to prepare the premises for the next in flux of visitors on the following weekend. This should

done right after the heavily used weekend so the members and guests using the lodge mid-week have a clean lodge.

6.

The following sections provide some guidelines:

BASEMENT

Sweep and generally clean (removal of unwanted items, emptying cubicles and two garbage cans).

1. Storeroom:

Orderly arrange for accessibility to paper products, cleaning supplies and light bulbs.

Provide inventory of frequently used items (i.e. paper products, cleaning supplies, etc.) every three months and restock as needed.

2. Tool Room:

During the workday a member should be assigned to organize and straighten the tool room.

Maintain orderliness so items can be quickly located when emergency repairs are needed.

3. Boiler Room:

Except for the caretaker and members of the HLC or their appointed representatives, access to the boiler room is prohibited to any member or guest.

The room is to be kept clear of any debris and other items, particularly flammable materials, such as solvents, newspapers, etc.

4. General Workroom:

Storage of building materials such as lumber, supplies such as chains and tools such as power equipment, picks, etc.

The caretaker restricts access to the power tools to individuals capable of safe use, particularly true of the power saw. The power outlet for the table saw is located in the basement (220c receptacle).

On the workday a member should be assigned to organize the the contents and to dispose of unneeded or unwanted materials.

Winter: Members may work on and repair skis in the general workroom. A wall switch activates the electric heater.

7.

5. Refrigerator Room:

Storage cupboards are for the use of members and guests.

Clean the wooden lockers and refrigerators and remove/ dispose of items left behind.

Clean the refrigerators and freezer with vinegar water at least once a month or more often as needed.

Sweep and wet mop the floor weekly.

6. Men's Toilet:

During heavy use complete the following tasks weekly:

Clean sinks, mirrors, shelves, toilets & urinals.

Sweep & mop the floor.

Empty the wastebaskets.

Maintain cleaning and paper supplies.

FIRST FLOOR

1. MAIN HALL:

Sweep/dust mop and/or damp mop at least once a week during heavy use.

Remove old newspapers and return journals and books to the library.

Return benches and chairs to original arrangements.

Dust windowsills and furniture as needed.

2. Drying Room- Corridor:

The primary purpose of the hallway is to dry boot and clothes.

Maintain order to allow easy traffic flow.

Vacuum or sweep hallway and shoe rack as needed.

8.

3. Lost or Left Items:

Place clothes and other articles left at the lodge in the lost and found in the drying room.

At the end of both the winter and the summer seasons, dispose of unclaimed items.

Neither the HLC nor the caretaker shall be held responsible for items lost, misplaced or stolen at the WHL.

4. Library and Music System:

A. Library

Keep bookshelves orderly.

Discard old and frayed magazines.

B. Music

Only the caretaker or members assigned by the WHC shall determine both the type of music to be played and the rooms to which the music is transmitted.

5. Hallways, Registration Desk Area and Stairs:

Especially during workdays and peak use.....

Keep areas free of any obstacles.

Keep doors accessible in the event of an emergency evacuation of the building.

Vacuum carpeted sections of hallways and stairs as required.

Shampoo carpets seasonally.

Maintain order of broom and mop closet.

6. Switch Room/ Manager's Refrigerator Room:

This room contains the main circuit breakers, auxiliary power transfer switches to the generator and the control panels.

Also located in this room are the caretaker's refrigerator, food lockers and the spare key cabinet.

9.

The caretaker may store other supplies in the switch room but must maintain access to breakers and control panels.

Fire and safety regulations and electrical codes require 6 feet of clearance.

7. Ladies Toilet and Bathroom:

During heavy use, complete these tasks weekly:

Clean sink, tub, mirror, shelves and toilet.

Sweep & mop the floor.

Empty the wastebaskets.

Maintain cleaning and paper supplies.

8. Kitchen:

Stove

Operating hours for the two oil stoves are posted near the stoves.

During the cold season, turn the stove on early in the morning and preset them to 350 degrees F.

Learn proper operation of the stoves.

Place 2 drops of oil on the stove motors every couple of months. The oil can is located on the shelf behind the motor.

Keep the kettles filled with water.

Keep the stovetops clean and store all frying pans and pots at the end of each meal.

Turn on blowers and keep kitchen door open during the operation of the stove.

Make sure that the lights above the stove and the blowers get turned off when cooking is completed.

During heavy use, supervise the prompt cleaning of tables and the washing and returning of dishes to the appropriate cabinets.

Keep tables, sinks, and food preparation areas clean.

10.

Garbage

Dispose of garbage in appropriate cans.

Insure that cooks pour cooking and bacon grease in the cans provided and NEVER down the sink.

Line all garbage cans with plastic liners & keep a supply of liners on hand.

Empty and wash cans as needed. During heavy use, empty daily.

Miscellaneous Kitchen Duties

No food is allowed to remain either on the stoves, on the counters or elsewhere in the kitchen after food preparation without permission of the caretaker.

Keep cleaning supplies on the shelves above the sinks.

Insure free-flowing sinks by using anti-clogging supplies monthly.

Replace washers on leaking faucets as needed. Keep a supply of washers on hand.

Replace lightbulbs and florescent lights as needed. Keep spare lighting supplies in the storeroom.

Wash kitchen towels and pot holers as needed.

Special Kitchen Duties during April/May and again in October/November

Remove smoke filters and steam clean them. (Spare filters are under the stairs in the basement.)

Remove and thoroughly clean both stainless steel shelves attached to the stoves.

Wash the hood and sheetmetal behind the stove.

Clean all shelves under the counters and dish storage areas and all drawers for silverware and utensils.

SECOND FLOOR- DORMITORY LEVEL:

1. Men and Women's Dorms

After each weekend during the winter, before and after the workday and fests and other high use times:

11.

Dust mop as needed.

Wet mop as needed.

Straighten out beds, mattresses and pillows.

Remove paper and other items from the shelves and beds.

During the month of April/May (depending on the end of winter and during October/November):

Launder all pillow cases and mattresscovers. (Wash in the lodge's machine or take to a laundromat.)

Replace torn mattress covers and pillowcases.

During the winter months:

Start the heaters in the morning at the same time as the dorm tran units.

2. Toilets and Showers at the Dorm Level

Before and after each weekend during the winter season and other peak use, and before the workdays and fests:

Clean sinks, showeres, mirrors, shelves and toilets.

Sweep & mop the floor.

Empty the wastebaskets.

Maintain cleaning and paper supplies.

3. Sick Room

The principle use of this room is for those members who become ill during their stay or for mothers with infants. The sick room is to be occupied only with the express permission of the caretaker.

4. Hallway

Normally members use the hallway solely for drying of small articles.

Use of the blankets, extra mattress covers and pillowcases

in the large cabinet will be determined by the caretaker or his/her appointed representative.

12.

Keep the hallway clear to permit traffic flow.

THIRD FLOOR

Attic

Lock the doors leading from the second floor landing. Members access to the third floor requires permission from the caretaker or the HLC.

C. Maintenance of Outside Premises and Utilities

1. Patio Area

Sweep and hose down as needed.

Remove, drain and store hoses during the winter.

Remove backrests from the patio benches during September/October and store inside.

Store outside furniture inside during the winter.

The area immediately below the patio and in front of the rear entrance is a loading zone only. After unloading all vehicles must be relocated to the parking area.

Disassemble and store the BBQ.

2. Porch and Lawn Area

Reseed the lawn in the spring if needed and water in the summer as needed.

Mow and fertilize the lawn as needed.

Drain water pipes before the snows.

Periodically remove icicles from the building (i. e. over the porch entry, porch and basement entry).

3. Basement Entry: Winter

To avoid hazards, keep the entry to the basement free of snow and ice.

Purchase sand or cat litter before the winter season.

13.

Distribute sand/cat litter on the steps and entry to loosen accumulated ice as needed.

After heavy snow, clear a path to the road before Friday evening.

Turn on the outdoor lights Friday, Saturday and Sunday evenings. (The outdoor lights are located in the basement directly above ski locker # 37 near the bottom of the stairs. The switches are labeled: Tree, Porch and Entry.)

4. Fuel Tank (8,000 gallon capacity)

Before determining the fuel level, shut down the system for an hour.

Insert the dipstick into the tank. After determining the level, purchase sufficient fuel to fill the tank by October.

Measure the level every 3 months. Never allow the level to fall below 1000 gallons.

Check for signs of leakage.

Upon detection of a possible leak, conduct further testing.

5. Propane Tank

Check the level of propane and reorder from Amerigas-refill by October.

6. Drains

Clean drains of sand and debris every summer.

Drain 1 is located to the left of the cement stairs near the lodge entrance.

Drain 2 is located on the east side of the road across from the dumpster at the bottom of the hill.

14.
THE NATURE FRIENDS, INC
Handbook for the Caretaker
Wm. Heidelmann Lodge

Table of Contents	1.
1. Scope and Purpose of the Handbook	2.
2. Responsibilities of Heidelmann Lodge Committee	2.
3. Responsibilities, Duties & Authorities of the Caretaker	
A. General statement of responsibilities	3.
B. General statement of authority	3.
C. House rules	3-4
4. Detailed Description of Caretaker's Responsibilities	
A. Administrative Duties	5-6
B. Maintenance Duties- inside	
1. General statement	6.
2. Basement	7-8
3. First Floor	8-11
4. Second floor (Dormitory level)	11-13
5. Third Floor	13
C. Maintenance of Outside Premises	13-14
1. Operation of the Onan Generator	15

1.