

# Opening, Registration, & Closing Procedures

*Inskiers Ski Cabin  
2016-2017 Ski Season*

## Opening:

1. Locate lockbox to right of entry door. Use passcode to retrieve entry key from lockbox. Use key to unlock front door of cabin. **RETRUN KEY TO LOCKBOX.**
2. Set furnace thermostat to 68F.
3. Turn on cabin water by opening valve under kitchen sink using T-bar wrench.
4. Open fireplace damper by pulling steel loop with supplied poker. Turn on gas and light flame. Close fireplace doors to prevent backdrafts.
5. Unlock spa's safety cable with supplied key, which is located below window to right to master-bedroom patio door.
6. Check that water temperature of spa is ~102F. (TEMP dial at "2")
7. Empty dishwasher, if dishes look clean. Start dishwasher, if they look dirty.

## Registration:

1. On arrival, look for Guest Register in kitchen area.
2. Enter your name and arrival night at cabin in Guest Register.
3. Sign a copy of Inskiers Waiver and leave it in binder.
4. On departure, enter your last night at cabin in Guest Register.
5. Also on departure, enter the number of nights stayed and your housekeeping support on the housekeeping log on the refrigerator door.

## Closing:

1. Set furnace thermostat to 55F.
2. Turn off spa's jets. **IMPORTANT!**
8. Set spa temperature to ~102F. (TEMP dial at "2")
3. Lock spa with supplied lock & cable.
4. Turn off water by closing valve under kitchen sink using T-bar wrench.
5. Close fireplace damper by pushing steel loop with supplied poker.
6. Turn off valve at top of propane tank, if BBQ used during stay.
7. Lock all windows and doors, especially on first floor.
8. Replace patio-door dowels in great room and master bedroom.
9. Close blinds and drapes. Turn off lights. Lock garage door to garage.
10. Exit cabin, locking both entry-door handle and its deadbolt.
11. Return entry key to lockbox.
12. Inform cabin directors Jessica Disney (lvtoski@comcast.net) and Dave Button (dbutton@sbi-i.com) and owner David Falconer (dgfalconer@aol.com) of any problems with the cabin or its amenities.