

Merricks Lodge Self-Catering Handbook

This manual is designed to assist you during your stay at Merricks Lodge. If you have any questions please call the office on 5989 8422 or email merricks@uccamping.org.au

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CAMP COORDINATOR RESOURCES & REQUIREMENTS

PRE CAMP CHECKLIST FOR CAMP COORDINATOR:

<input type="checkbox"/>	Read this handbook
<input type="checkbox"/>	View our website for general information such as floor plans, site map & handbooks https://www.uccamping.org.au/merricks/
<input type="checkbox"/>	Send out participant information. (Include date and times, costs and what to bring etc).
<input type="checkbox"/>	Prepare attendance List/Cabin allocations
<input type="checkbox"/>	Arrange First Aid Kits and appoint qualified first aid officer
<input type="checkbox"/>	Organise any activities and sports equipment you wish to bring
Before camp arrival you will receive 'camp forms' which require to be returned 2 weeks prior to arrival which require the following information	
<input type="checkbox"/>	Total number of participants
<input type="checkbox"/>	Designated First Aid officer name & information
<input type="checkbox"/>	Arrival & Departure times
<input type="checkbox"/>	Cabin allocations for ALL participants (must include their full names)

CAMP COORDINATORS TO ENSURE:

- Behavior of guests is acceptable
- Inform UC Camping staff of any incidents or damage
- Ensure there is supervision for all activities with guests under 16
- Camp site is left in an acceptable manor

UPON ARRIVAL

Camp Co-ordinator/s need to be aware that Merricks Lodge staff will talk to the Camp Co-ordinator separately for up to half an hour and then all guests regarding orientation and safety requirements of the property. If guests arrive at a later time, the Camp Co-ordinator will be required to brief the group themselves.

DUTY GROUP MANAGER

The number of the person on call for your group is located in the following areas:

Hillside - The contact number is on the outside of the building in between the dining hall and kitchen.

Lakeside – The contact number is on the outside of the building from the office.

This person is your first point on contact, unless in an emergency in which case you would call 000.

POLICIES

First Aid

Bushfire

Alcohol Bond & Cleaning

Pool Rules & Supervision

Public & Products Liability

Covid-19

Please refer to our website for all of our policies <https://www.uccamping.org.au/general-resources/>

IN AN EMERGENCY

Please make yourself and your group familiar with the emergency management plan which is located on the wall in the dining room. Note that the Emergency Evacuation area is the basketball court, on the right as you drive into Merricks Lodge.

FIRST AID/INCIDENTS

The group is required to bring a first aid kit to camp.

Merricks Lodge has first aid kits located on the wall in all dining halls for emergencies only. The site has a defibrillator located in the Lakeside dining hall near the servery.

The designated first aider for the group is responsible for any incidents. If any incidents occur during the camp, please complete an incident report and inform management detailing the time, date, person/s details involved, location, what/how is happened.

FIRE EXTINGUISHERS

Fire extinguishers are there for emergencies only and are not be used for any other purpose. Misuse of any fire-fighting equipment will result in the group being charged for replacement equipment. Fire extinguishers are located outside all lodges, in the recreation hall, kitchen and dining hall.

FIRE ALARMS

Fire alarms on the property are not be tampered with, any misuse, including using aerosol sprays in the cabins, which can result in the fire services attending site and/or replacements will be directly charged to the group.

In the case of a fire alarm going off, please refer to our emergency plan. Contact the duty manager immediately and notify of details. If fire or smoke can be seen call emergency services immediately (000).

ABOUT THE PROPERTY

LOCATION

Please refer to our website <https://www.uccamping.org.au/merricks/>.

Balnarring is the closest township and is 5 minutes north of camp (on Frankston Flinders Road). Merricks Lodge is within 30 minutes of Frankston and Rosebud.

SITE MAP

Please refer to our website <https://www.uccamping.org.au/merricks/>

FACILITIES

Floorplans – Please refer to our website <https://www.uccamping.org.au/merricks/>

Accommodation

Merricks Lodge is divided into 2 separate accommodation areas:

- **Lakeside (107 beds)**
- **Hillside (64 beds)**

Most rooms accommodate four people in two double bunks, all with shared amenity blocks. Rooms can be interconnected to make larger rooms of 8 beds. Please ensure there is a minimum of three guests in each room as additional cleaning fees may apply.

Heating/Cooling – All bedrooms have heating which are on an automatic timer overnight. Dining halls have split systems which include heating and cooling functions using the controllers.

OH&S – Bedroom doors cannot be locked due to OH&S.

Lighting – All lighting is operated by switches, please ensure lights are turned off when leaving an area.

Meeting Rooms and Lounges

The dining rooms can be used as a function/meeting room.

Lakeside area also has two smaller breakout areas (only accessible if booked Lakeside area).

Shared Facilities

- Large grassed sports fields
- Gaga pit
- Basketball/Netball court
- Volleyball court
- Multi depth swimming pool (1.2m, 2.5m and 4.5m deep)

Outdoor Facilities

Our 7 Ha property Includes a lake, extensive indigenous landscaped areas, gardens and outdoor campfire areas.

CAMP FIRE

Groups must seek permission from management prior to arrival if planning on using the fire pit.

Fires can only be lit in the designated fire pit, must be attended with adult supervision at all times and extinguished before leaving unattended.

Wood is not included for fire pits but can be organised through admin prior to arrival (if available). Nothing other than wood is to be used to burn in the fire pit.

There will no fires on high risk days or total fire ban days.

Management has the right to extinguish any fire if the above conditions are being followed or the weather conditions change and the fire is deemed unsafe.

TECHNOLOGY

Lakeside has AV equipment including a data projector with HDMI and VGA inputs.

Hillside has AV equipment including a data projector with HDMI input and wireless capabilities.

Access to internet/wifi is not available.

PARKING

Lakeside: Parking is available opposite the swimming pools.

Hillside: Parking is available along the banked verge of the oval at the end of the driveway.

NOISE CURFEW

Noise levels must be kept to a minimum after 10pm.

OUT OF BOUNDS

The maintenance shed, office, management houses (at the entrance to the site), other accommodation areas not booked, and the lake are all out of bounds areas.

SPEED LIMIT

There is a speed limit of 10km from the top of the driveway to the bottom. Any reckless drivers will be asked to leave the site.

This is for the safety of others walking along the driveway, being respectful to the 2 residential properties at the top of the driveway and to ensure no native wildlife will be harmed.

KITCHEN INFORMATION

EQUIPMENT INCLUDED

- Sanitiser

Please note: This machine is not a DISH WASHER, it sanitises washed items to ensure food safety only.



- Warming Oven



- Stove Top (6)



- Nerone Oven

*10 racks



- Two Door Fridge & Top Loader Freezer



- Toaster
- Microwave
- Hot urn
- Flat grill BBQ (group to provide gas bottle)
- A few pots & pans
- Small & Medium mixing bowls
- Utensils including tongs, cooking spoons, spatulas, knives, chopping boards, lighter (for the stove top)
- All crockery including dinner plates, small plates, small bowls, mugs, cups, knives, forks & spoons
- Round tables & chairs (group to set up) – approx. 10 chairs fit around each table

CLEANING

KLEENBREAK – Is a solvent based cleaner used to thoroughly clean surfaces. Use with paper towel on benches and tables.

GERMGUARD – Is a surface food-grade sanitiser. It is sprayed on benches and tables and left to air dry.

The above chemicals are the only approved chemicals to be used in the kitchen for cleaning purposes of all surfaces and kitchen equipment.

All chemicals for the sanitiser are provided, along with a washing up detergent.

*Please refer to the Kitchen Equipment and Cleaning manual for additional information.

WHAT TO BRING

Coordinator

- Laptop (if wanting to use data projector for movies ect)
- Internet access – can use mobile phones to hot spot

Kitchen Equipment Coordinator to provide

- Tea Towels
- Large 75L Garbage Bags
- Dishing Washing Cloths/Sponges/Scourer
- Glad Wrap, Foil & Baking Paper
- Paper Towel
- Napkins/serviettes
- Extra cooking equipment not provided that you require (check 'Kitchen Items provided')
Feel free to contact us and discuss
- All food and liquid including tea, coffee, salt, pepper, oil ect
- Gas bottle (if BBQ is required)

Guests

- Sleeping bag
- Fitted Sheet (single bed)
- Pillow & slip
- Toiletries
- Towel
- Plastic bags for dirty clothes/shoes
- Pyjamas
- Shirts
- Shorts
- Long pants
- Jumpers
- T-shirts
- Bathers (If using pool)
- Socks and undies
- Waterproof Jacket
- Enclosed toe walking shoes/runners
- Drink bottle
- Sun hat and beanie
- Sunscreen/Insect repellent
- Torch

UPON DEPARTURE

Please ensure the following is done before leaving:

- Clean out fridge & freezers of all food
- Clean and sanitise all kitchen equipment used
- Ensure all rubbish is put into a bin, check cabins & site
- Empty kitchen bins inside into the outside green wheelie bin and ensure lid is closed
- Clean all kitchen benches & floors
- Check for food splatter on walls & clean
- Clean & turn off sanitiser
- Ensure all lights are all turned off in cabins, kitchen and dining area
- Ensure all doors are closed in cabins, kitchen & dining area
- Ensure bathrooms are left in an acceptable manor
- Notify management of any damage (charges may apply)
- Notify management of any incidents that occurred during camp

**BE AWARE! Cleaning fees may be added to your invoice if the site/facilities are left poorly.
You will be notified via email if this is the case.**