



# Oraka Aparima Rūnaka

## Welcomes you to TAKUTAI O TE TITI MARAE

### Kia ora koutou - Greetings

**House-keeping rules** – Please observe our Health & Safety Rules at all times.

**MARAE ATEA: (area directly in front of marae)**

**NO ENTRY** by vehicles, bikes, trailers, or waka etc. at all times to this area. Please park outside the gate on the roadside, or in the side paddock.

**ALCOHOL:**

No Alcohol or illicit drugs in or around our Marae as we promote this entire area as a whanau focused zone at all times.

**SWEARING**

Excessive swearing and abusive language will not be tolerated.

**SMOKING**

Our marae is **SMOKE FREE**. A designated area is yet to be decided so if you must smoke, across the road but **NOT** directly in front of the gate would be preferred!

**ANIMALS**

No animals inside, and if brought onto marae property - must be kept under control.

**'GUIDE DOGS ONLY'** are allowed inside.

**It's also your responsibility to clean up and dispose of your dog droppings.**

**WHAREHUI**

It is okay to leave beds set up whilst staying however, according to marae tikanga (protocol):

- **No kai in the Wharehui** – water only please.
- No walking over or on beds.
- No sitting on the pillows - it is not a good thing as our heads go there and they are the most tapu parts of our body - you will offend people if you are seen to do this.
- Mattresses can be found in the small side room off the Wharehui.
- Sheets and pillow cases can be found in the laundry room linen cupboard.
- We expect every mattress to be covered with a sheet and put pillow cases on our pillows during your stay.
- Stack mattresses on their side in the mattress room – no higher than the mark on the wall (Fire Hazard & Safety Regulation).
- **Please keep all exits clear of obstacles (mattresses / luggage etc.).**

**FOOTWEAR:**

Please **REMOVE YOUR SHOES** before entering the Wharehui and place them tidily in the passageway or tidily in the cubbies on the veranda.

- **Doorways and Exits must be kept clear of shoes at all times.**

**HEATERS:**

Please do not store gear etc. in front of or on the gas heater.

**SHOWER ROOMS / TOILETS:**

- Please ensure showers are always left clean and tidy. A simple wipe down with your damp towel makes it easy to keep clean.
- The red mop which is kept in the wash house cupboard, is for the ablutions block only. Please mop up rather than leave water and talcum powder etc. to build up.
- Toilets are to be cleaned daily.
- Utilise the **Wet Area Sign** in these areas so people are aware of slippery, wet areas.

**N.B: We are on Rain water**

So please make your showers are quick ones and **conserve water** whenever possible!

**Remember**, our water pressure is **amazing** so beware of the force coming out the shower cubicle at times which can become very slippery!

**KITCHEN:** \* Unless we are catering for your Roopu / Group, we ask you to heed these few simple rules:

- At this marae we do not sit on tables, leave our hats or hankies on them. This tikanga applies to anything that kai goes on/in (freezers, benches etc.).
- **Health & Safety** - Protective footwear (no jandals) are to be worn while working in the kitchen.
- Bring your own Kai / food etc. and if you've forgotten something, the local dairy is 15kms away. (Please do not use our food / supplies / coffee / tea etc. from the Marae Pantry)
- Dishwashing supplies (under sink) and tea towels (limited) are in the drawer beside the sink. Wash all dirty dish cloths and tea towels separately from bath towels and sheets. Tea towels dry quickly outside when hung on the clothes line.
- Wipe up any spills on the floor immediately and advise kitchen staff of wet floor area.
- Dishwasher – refer to the instructions on the wall and please ensure that it is drained and wiped out after use.
- Please care for our bench surfaces etc. no cutting or hot pots / pans on them. There are boards provided.
- The Rheems Zip or Coffee Machine may be used for making tea and coffee.
- Cookers – both cookers have gas hob tops and electric ovens. The larger commercial oven in the back kitchen needs to be preheated for at least half an hour prior to use.
- Wipe up any spills on the floor immediately and advise kitchen staff of wet floor area.

#### **KITCHEN AND DINING ROOM AREAS TO BE KEPT CLEAN AT ALL TIMES**

##### **ON YOUR DEPARTURE**

- Wipe out oven and wipe down cooker tops.
- Wipe down table tops and all bench tops etc.
- Drain and wipe out dishwasher. Turn off power at the wall.
- Please ensure that the gas hobs are turned off properly and power turned off at the wall.
- Check there are no perishables left in the fridge or microwave.
- Rubbish - dispose of (general rubbish) into the **Red Wheelie Bin** or the **Yellow Wheelie Bin** for clean recyclable items.
- If practical, it would be greatly appreciated if you can take your scraps with you.
- The blue mop is for the kitchen / dining areas only.

##### **LAUNDRY**

- Put all dirty linen / towelling bathmats / & hand towels in the laundry room (keep separate from tea towels / tablecloths & dish cloths).
- Please try and do as much of the washing as you can **OR** at least **make a start** before you leave.
- Remove lint / fluff from dryer filter before use.

It may be a good idea to appoint someone to oversee that all rooms and grounds etc. are kept clean and tidy during your stay.

Before your departure, **ensure that all doors and windows are securely closed and locked** and that all electrical appliances (except fridge) are turned off at the wall.

Please report any breakages etc. and email our Office: [office@orakaaparima.org.nz](mailto:office@orakaaparima.org.nz) or

**Phone: 03 2348192**

*We trust you enjoyed your stay. Please have a safe journey home.*

## JOB CHECKLIST

### KITCHEN

1. Oven/cooktop wiped down and turned off at the wall.
2. Dishes washed and packed away.
3. Dishwasher emptied of water, wiped out & turned off at the wall.
4. Wipe down all tables & bench tops etc.
5. Rubbish bins emptied and disposed of into appropriate wheelie bins.
6. No perishables left in microwave or fridge.
7. Tea towels, dish cloths & tablecloths put in laundry and kept separate to linen.
8. Sweep out kitchen/dining area.
9. Mop out using the **BLUE MOP** only. Rinse out mop and leave out to dry.

Utilise the **Wet Area Sign**

### WHAREHUI

1. Strip sheets and pillowcases and start the washing cycle – separate from tea towels/tablecloths etc.
  - **Laundry washed, put in dryer and turned on or hung out on clothes line.**
2. Stack mattresses on their side in the mattress room – no higher than the mark on the wall (**Fire Hazard & Safety Regulation**).
3. Wipe down window sills and vacuum out Wharehui.

### ABLUTIONS

1. Clean toilets and wipe down seats and urinals (use toilet paper) and flush.
2. Wipe out hand basins (use blue striped cloth).
3. Wipe down shower walls and mop out showers and floors with **RED MOP ONLY**.

Utilise the **Wet Area Sign**

4. Rinse mop and leave out to dry.

### IMPORTANT

- All tables and chairs in the wharekai (dining area) and wharehui (sleeping area) must be rearranged in the setting that you found it in on your arrival.
- Morning tea trolley must be set up with all the cups and glasses.