

**1) Self-Help Guide**

**A) Check in and Check out times**

Check-in time	Check-out time
By 3pm	By 10am

**B) Self-check in procedures**

1. A password will be issued to the applicant one week before the check-in date by text message to the applicant's mobile phone number, together with this Self-Help Guide, the "Inventory List" (page 5) and "How to Get There" (page 7). This password is for you to gain entry to the lodge through the digital lock on the main door. The password is only valid for the duration of the booking period.
2. On the day of check-in, follow the route indicated in "How to Get There" to arrive at the main door of the lodge.
3. Touch the screen and hold for 2 seconds to activate the touchpad of the digital lock (Picture 1). Enter the password sent to the applicant's mobile phone. *If you are unable to unlock after 3 successive attempts, please call 8128 5003 for help.*
4. Once the digital lock is unlocked, open the lid to retrieve the key (Picture 2). The key is for access to all doors within the lodge. After entering, please check through the Inventory List, should you find any damaged or missing items or building defects, please send us the photo and description by text message to 8128 5003 by 4pm on the day of check-in.

Picture 1



Picture 2



5. In case you need additional cutlery or disposable bedlinen during your stay, we have provided them for purchase in a locked cabinet located at the sitting room. If you use them during your stay, after check-out, we will charge the cost of the item/s to you by deducting from your security deposit. The password for the number lock of this **“Pay-Per-Use” cabinet** (Picture 3) is 123.
6. Please check the List of pay-per-use items within the cabinet, should you find any damaged or missing items, send us the photo and description by text message to 8128 5003 by 4pm on the day of check-in.

Picture 3



### C) Dos and Do NOT during your stay

1. **FOOD** – If you are bringing raw food for cooking, please ensure they are cold packed to last the journey up to the check-in time when you will have access to the lodge.
2. **WATER** – Please boil the water before drinking. Use only what you need. Don't use the tap water for water games.
3. **DINING** – Individual forks, spoons, bowls, plates and cups are not provided, please bring your personal cutlery set. Do wash the kitchenware and utensils before using.
4. **TOILETRIES** – Do bring all toiletries, towels and additional toilet paper for the duration of your stay.
5. **MEDICAL** – There is no medical facility or personnel on the island. Please bring your own first aid kit and medical supplies. For large groups, bring along a qualified first aider or paramedic. For emergencies, call 995 or 999. For non-emergencies, you may consider taking the scheduled ferries or engaging a private boat operator.
6. **ACTIVITIES** - Do confine your camping or group activities within the campsite to avoid alarming or disturbing the general public. Please note that events on the islands are subject to approvals and permit from the Singapore Police Force (SPF) and/or Temporary Occupation Licence (TOL) from SLA may be required.

7. POWER - Do conserve electricity. Do switch off the power when you don't need it. Don't overload the electrical supply with multiple electrical appliances, this may cause a power trip. In the event of power failure, we seek your understanding that technicians will only be available from 9am to 4pm. During non-working hours, we will attend to you the next day.
8. FIRE SAFETY - Don't set up campfire or open fire within the campsite. Please use the BBQ pits provided and clean up after use. In the event of a fire, please use the fire extinguishers provided. If unmanageable, please evacuate to the jetty area and call 995 or 999.
9. NATURE - Please leave the wildlife, flora and fauna alone, don't remove or feed them. Do apply sun screen and insect repellent.

#### **D) Self-check-out steps**

1. Arrange all inventory back to their original positions as labelled on the kitchen cabinets and take photographs of the inventory using the photo points marked with yellow footprints on the floor. This is to facilitate the process for verifying lost and/or damaged items. Send the photographs taken to 8128 5003 by 10am on the day of check-out.
2. After check-out, should there be any inventory found missing or damaged, we will deduct from the security deposit according to the unit cost listed in the Inventory List.
3. Switch off all electrical appliances, close all windows and lock all doors.
4. Check-out by returning the key to the digital lock.

#### **E) Other Information**

1. SLEEP
  - a. Otter - Please bring your own sleeping bags to rest on the raised platforms as no bed/bedding is provided. You may want to bring a yoga mat or inflatable bed for added comfort.
  - b. Dolphin and Turtle - Beds, mattresses, bedlinen will be provided; you may want to bring your own sleeping bag as a blanket or for added comfort.
  - c. Eagle - Beds, mattresses, and a set of disposable bedlinen will be provided. You may want to bring your own sleeping bag as a blanket or for added comfort.
2. Only Eagle is fitted with air-conditioners; the rest of the lodge are fitted with fans.
3. Mobile phone reception is weak or intermittent at some locations on the island.

#### 4. Our recommended packing list

S/no.	Items
1	Personal fork and spoon
2	Mug
3	Plate / Mess tin
4	Toiletries e.g. soap, shampoo, toilet paper, sanitary bag
5	Sleeping bags / Inflatable beds
6	Blankets
7	Sponge and dishwashing liquids
8	Insect repellent
9	Sunscreen / body lotion
10	First-aid kit or medical supplies
11	Torchlight
12	Raincoat / umbrella / poncho
13	Plenty of food and snacks, cooking seasoning and condiments
14	Any other items to make your stay comfortable! Pack as you would for an outdoor camping trip.

## 2) Inventory list

# St John's Island Lodge – EAGLE

Items	Quantity (no.)	Unit cost (\$)	Items	Quantity (no.)	Unit cost (\$)
<b>Living room</b>			Key	1	
Sofa set	3 + 1 + 1		Fire Extinguisher <i>*(cost of refill if being discharged)</i>	1	
Table	2		Metal cabinet c/w number lock	1	
Dust pan	1		Air-conditioner remote control	1	
Broom	1				
<b>Bedrooms</b>					
Double Bed frame	1		Double Bed Mattress	1	
Single bed mattress	8		Single bed frame	8	
Metal locker	10		Pillow	10	
Air-conditioner remote control	4				
<b>Kitchen</b>					
Refrigerator (430L)	1		Electric rice cooker (2.8L)	1	
Induction hob	2		Stainless Steel Frying Pan (28cm dia)	1	
Kettle (3L)	1		Frying Ladle (10cm)	1	
Stainless Steel Pot c/w lid (25cm dia)	1		Large plate (25cm dia)	3	
Soup bowl (25 cm dia)	3		Can opener	1	
Rice Ladle	1		Vegetable knife (20cm)	1	
Soup Ladle	1		Chef knife	1	
Water jug (2.5L)	1		Chopping Board (12x17x1")	1	
Serving fork	2		Serving Spoon	2	
Dining table	2		Dining chair	10	
Water pusher	1		Mop	1	
Broom	1		Fire Extinguisher*	1	
Dustpan	1				

Should you find any damaged or missing items or building defects, please send us the photo and description by text message to 8128 5003 by 4pm on the day of check-in. After check-out, should there be any inventory found missing or damaged, we will deduct from the security deposit according to the unit cost listed in the Inventory List.

## Inventory layout

1. Arrange all inventory back to their original positions as labelled on the kitchen cabinets and take photographs of the inventory using the photo points marked with yellow footprints on the floor.
2. Send the photographs to 8128 5003 by 10am on the day of check-out.



### 3) How to get there

