1) Self-Help Guide

A) Check in and Check out times

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

B) Self-check in procedures

1. A password will be issued to the applicant one week before the check-in date by WhatsApp message to the applicant's mobile phone number, together with this Self-Help Guide, the "Inventory List" (*page 5-6*) and "How to Get There" (*page 8*). 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 9236 1665 / 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 message to the WhatsApp chat group with *9236 1665 & 8128 5003* by 4pm on the day of check-in.

Picture 1



Picture 2



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 group activities within the lodge 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 lodge and islands. 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 the WhatsApp chat group with *9236 1665 & 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 (except fridge and freezer), 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 and bedlinen will be provided. You may want to bring your own sleeping bag for added comfort.
   c. Eagle - Beds, mattresses, and bedlinen will be provided. You may want to bring your own sleeping bag as a blanket or for added comfort.

2. BBQ PIT
   a. Otter, Dolphin and Turtle – 2 BBQ pits at each lodge.
   b. Eagle – 1 BBQ pit.

3. Only Eagle is fitted with air-conditioners; the rest of the lodge are fitted with fans.
4. Mobile phone reception is weak or intermittent at some locations on the island. There is no Wi-Fi on the island.

5. **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 – TURTLE

Items	Quantity (no.)	Unit cost ($)	Items	Quantity (no.)	Unit cost ($)
Dormitory Block 5			Key	1	
Single bed frame	30	48.15	Blanket	Based on no. of occupants	8.00
Single bed mattress	30	24.30	Bedsheet		5.30
Pillow	30	4.90	Pillow case		1.80
Broom	1	2.00	Dustpan	1	2.10
Mirror	1	35.00	Fire extinguisher *	2	33.80
Dormitory Block 6					
Single bed frame	30	48.15	Blanket	Based on no. of occupants	8.00
Single bed mattress	30	24.30	Bedsheet		5.30
Pillow	30	4.90	Pillow case		1.80
Broom	1	2.00	Dustpan	1	2.10
Mirror	1	35.00	Fire extinguisher *	2	33.80
Dormitory Block 9					
Single bed frame	30	48.15	Blanket	Based on no. of occupants	8.00
Single bed mattress	30	24.30	Bedsheet		5.30
Pillow	30	4.90	Pillow case		1.80
Broom	1	2.00	Dustpan	1	2.10
Mirror	1	35.00	Fire extinguisher *	2	33.80
Dormitory Block 11					
Single bed frame	30	48.15	Blanket	Based on no. of occupants	8.00
Single bed mattress	30	24.30	Bedsheet		5.30
Pillow	30	4.90	Pillow case		1.80
Broom	1	2.00	Dustpan	1	2.10
Mirror	1	35.00	Fire extinguisher *	2	33.80

St John's Island Lodge – TURTLE

Items	Quantity (no.)	Unit cost ($)	Items	Quantity (no.)	Unit cost ($)
Kitchen Block 7A					
Induction hob	4	45.00	Chopping board – Plastic L10"xW13"xH1/2"	2	9.60
Refrigerator (410L)	2	674.71	Soup Ladle (30cm)	4	2.43
Chest Freezer (530L)	1	720.00	Frying Ladle (35cm)	4	4.19
Electric rice cooker 5.6L	2	99.00	Vegetable knife (21cm)	2	14.16
Fire Extinguisher *	2	33.80	Large plate (25cm dia)	25	5.71
Rice Ladle	4	0.94	Soup bowl (25 cm dia)	25	9.30
Chopping Knife (20 cm)	2	25.90	Can opener	2	5.90
Stainless steel frying pan (28cm dia)	4	24.97	Stainless steel pots c/w lid (28cm dia)	4	46.23
Serving spoon (34cm)	4	6.01	Serving fork (34cm)	4	5.90
Electric kettle (4.8L)	3	34.00	Dustpan	2	2.10
Plastic water jug (2.5L)	4	7.90	Mop	2	1.70
Broom	2	2.00	Water pusher	2	4.07
Water pail	2	6.60			
Dining Hall Block 7					
Dining Table	20	116.00	Bench	42	74.00
Broom	1	2.00	Dustpan	1	2.10
Water pail	1	6.60	Mop	1	1.70
Fire Extinguisher*	2	33.80			

**cost of refill if being discharged*

Should you find any damaged or missing items or building defects, please send us the photo and description by message to the WhatsApp chat group with 9236 1665 & 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 the WhatsApp chat group with *9236 1665 & 8128 5003* by 10am on the day of check-out.





3) How to get there

