

## INSTRUCTIONS FOR THE HOUSE

Welcome to Binfield House! The core of the house dates back to 1890 and is therefore somewhat quirky – in both its design layout as well as some of its features. We hope you will take this into account if things are not exactly the way you would want or have them. There are a number of operation/instruction manuals included at the back of this file. They cover the micro-hi-fi system (including ipod docker and DAB Radio), TVs, DVD Blu-ray disc player, dishwasher, washing machine, tumble dryer, microwave, rangemaster, electric oven, dyson vacuum, telephone, various electric kitchen goods (mixer, toaster, coffee maker etc), central heating and hot water control, under-floor heating, fan heater, trampoline and garage door.

Having said the above, we hope that everything generally meets your expectations and everything is in working order. If, for some reason, you have an emergency or any kind of problem, please in the first instance, contact our local handy-man, **Robert Peace on 07875 310 245.**

### **BINS AND RUBBISH**

#### ***Room and bathroom waste bins:***

Non-flammable waste bins have been placed in all rooms and bathrooms - please ensure these are emptied at the end of your stay into the BIN LABELLED NON-RECYCLING (LOCATED IN THE KITCHEN). Please use bin bags that are provided – extras can be found under the kitchen sink. Please tie up your bags tightly when full and place them into the large grey wheelie bin at the front of the house.

#### ***General Rubbish***

THERE IS A CALENDAR HIGHLIGHTING THE SCHEDULE FOR COLLECTIONS PINNED ON THE CORK BOARD IN THE KITCHEN. At the end of your stay please empty all of the bins and place them in the appropriate bin outside the front gate before you leave.

#### ***Recycling***

There are three types of bin we have:

1. Kitchen/food waste – The *green caddy* is for all kitchen waste, cooked and raw, bones, egg shells etc. Please line the bin with a plastic bag to keep it clean, this goes weekly with the normal bins. **THIS IS RECYCLED EACH WEEK.**
2. General recycling bin – The cream coloured swing bin with a clear plastic bag should be used for all general recycling such as cardboard, glass and plastic. A specific list of what can and cannot be recycled is pinned on the cork board. Recycled material should then be transferred to the **BIG GREEN WHEELIE BIN.** There are two of these. **THIS IS RECYCLED EVERY OTHER WEEK.**

3. Non-recyclable waste – Please put all non-recyclable waste into the kitchen bin with the black bin bag. A specific list of what goes into this bin is pinned on the cork board. **BLACK BIN BAGS SHOULD BE EMPTIED INTO THE LARGE GREY WHEELIE BIN.**

**If we have to sort out and recycle the waste for you, WE WILL HAVE TO CHARGE YOU and the amount will depend on the time we need to spend doing so.**

## **INDOORS**

### **CENTRAL HEATING AND HOT WATER**

The central heating and hot water are gas-fired. The boiler for the heating is in the cupboard underneath the microwave in the kitchen. You should not need to access the boiler but if you do, please call **Robert Peace on 07875 310 245.**

Controls for the heating and water are on the wall above the microwave. In Winter, heating and water will be left on continuous so there is no need to alter the settings. In the Summer, the water will kept on continuous but the heating settings will be changed to either Once or Twice per day depending on the weather conditions. If you would like to change the temperature, the thermostat for the heating can be found on the wall in the lounge.

### **CLEANING MATERIALS**

There are cleaning materials under the sink in the kitchen. This includes dust-pan and brush, bin bags, cleaning fluids, dishwasher liquid, dishwasher salt, dishwasher rinse aid, cleaning cloths and sponges etc.

We have a sewage treatment plant and therefore, have some restrictions on certain cleaning products, as they will upset the natural balance of the system. **Please see the separate sheet of Cleaning Products “Do’s and Don’ts” in the file.**

### **COFFEE MACHINE**

There is a coffee percolator next to the kettle. Please place ground coffee in the coffee holder and fill the percolator with the required amount of water. You may wish to use the timer switch in order to make the coffee before you wake up. In this case, start by setting the correct time on the timer. Then choose the time the percolator comes on by depressing the buttons for the duration you want the machine on. You can of course do this more than once. Finally, place the percolator plug into the timer and place both into the electricity socket and turn on.

## **COOKERS/OVENS**

There are a number of cookers/ovens for your use:

### **1. Black Rangemaster 6 ring gas cooker with 2 electric ovens (one fan and one slow) and electric grill**

The Rangemaster is powered by a red master switch located to the left of the Rangemaster. It should be turned on (i.e. in a downward position) when you arrive. In the event that it is switched off, please flick downwards to turn on. In order to use the oven, you will need to set the clock, which can be done by pushing in the two furthest left buttons next to the clock display at the same time, and adjusting the clock until the correct time is displayed, and then taking your fingers off the buttons. Please consult the instruction manual if this is unclear, as well as to provide further instructions on using the appliance.

To switch the **gas** on, please turn the appropriate gas ring and hold down, whilst pressing the ignition switch. If for some reason, the ignitions switch doesn't work, please use a match, which can be found in the central drawer in the island, facing the Rangemaster.

To turn the **oven** on, please turn the oven controls to the required temperature. The light will go off when that temperature has been reached. Please ensure you turn all controls off when you have finished cooking.

**Note: Please make sure you use the extractor fan when cooking and be aware, there is a very sensitive smoke alarm in the kitchen (see below under Smoke Alarm).**

### **2. 4 ring silver gas cooker**

To switch any of the hobs please hold down and turn the relevant switch. There is an inbuilt ignition and the hob should light automatically. If for some reason, the ignitions switch doesn't work, please use a match, which can be found in the central drawer in the island, facing the Rangemaster.

### **3. Silver electric ovens and grills**

There are two ovens and grills located next to the door between the kitchen and lounge. The switch for these is to the left (when you are standing in front of the oven/grill). At the top of the ovens/grills there are a series of controls. The two left hand controls are for the top oven/grill and the two right controls are for the bottom oven/grill. The middle control is a timer switch.

## **DIGITAL RADIO**

A DAB digital radio with an ipod docker is on the dresser in the higher kitchen area, it has a stand by switch on the left hand side, the main power switch for it situated just above it on the under side of the shelf.

## **DISHWASHER**

Please rinse the plates under the tap in the sink before you put them into the dishwasher to prevent the dishwasher pipes getting clogged up. Please use the **ECOVER DISHWASHER TABLETS** provided. Please place ONE TAB in the left hand side compartment.

Please select the cycle (or see the instruction manual for programme overview) and press the main switch button. The expected programme duration is indicated on the numerical display. The programme sequence starts automatically.

The basket at the bottom catches extra food. Do please empty it if you feel it needs emptying. There is dishwasher salt and rinse aid under the sink if you really need it, but these will have been filled prior to your arrival.

## **DRYER**

In the first instance, please use the outside drying facility (next to the oil tanks and the boat), clothes horses and the wooden hanging drying system to dry your clothes (as using the dryer is very expensive). If however, you really need to use the dryer, open the dryer door by pushing on the door on the right hand side and placing your wet clothes into the drum. Then decide on mode and duration using the controls (see the Instruction Manual).

There is a basket of pegs by the sink and a wash basket next to the washing machine. There are other wash baskets in the bathrooms.

Once you have finished using the dryer, please clean the filter (page 12), empty the water container (page 13) and rinse the condenser (page 14).

## **INVENTORY**

A full inventory has been conducted and the cleaning lady, conducts an inspection before and after each rental booking. Any damages, breakages etc will be charged to your account. But please do be honest and let us know what you have broken, and do try and replace what you have consumed (wood, smokeless coal, charcoal, and washing up liquid).

## **IRON BOARD AND IRON**

Both ironing board and iron may be found in the cupboard beneath the stairs. Please empty any water from the iron after use and ensure the iron is unplugged and returned to the cupboard once cooled down. If this is not possible, please leave iron next to the sink.

## **EXTERNAL LIGHTING**

The pathway should come on each night and is triggered by an automatic dusk-dawn switch. In addition, there are a number of external floodlights which may be switched on from the bunk bedroom and the third bedroom upstairs. There is also a light that lights the oak tree. The switch may be found on the outside kitchen wall. **Please remember to switch these lights off after use.**

## **EXTRACTOR FAN**

The extractor fan and light are above each of the cookers. Please put them on whenever you are cooking. **Please ensure you turn all controls off when you have finished cooking.**

## **FIRE GRATE**

There is an open fire for general use, located in the lounge. Feel free to use the wood and smokeless coal that has been left out, but please do replace what you use. Please remember to buy smokeless coal. Please keep the fire area clean and **use the fire guard provided whenever a fire is in use.** You will need to hook the fire guard in place when in use. Please be careful when lifting, as it may be hot. You shall be responsible for any fire accidents or damage.

## **FIRE RISK ASSESSMENT**

There is a fire plan in the Welcome Pack. All electrical equipment is PAT tested each year and there is a fire extinguisher and fire blanket in the kitchen. There are two carbon monoxide detectors and mains connected smoke alarms throughout the property. There are also rechargeable battery torches available. There is also a fire log book, placed near to the Visitors Book and Welcome Pack – feel free to write in there anything you notice that needs attention.

## **FIRST AID KIT**

There is a first aid kit hanging on the wall in the garage - it is a white box with a large green cross. Inside you will find a basic first aid kit with plasters, tape, antiseptic wipes etc. We do not provide medicines as we are not authorised to keep or administer them.

## **FUSE BOX**

The electricity fuse box is situated above the Rangemaster cooker in the kitchen. If any appliance or light rings go off, please first see if a fuse has been tripped by opening the access cupboard and re-setting the fuse. **For any other electricity issue please call Robert Peace.**

## **GAMES**

There are several board games located in the wooden cabinet in the dining room. Please help yourself and enjoy. Please do notify us if you have lost any pieces to any game.

## **GARAGE**

As you enter the garage from the house (KITCHEN), there is a grey remote control hanging on the wall next to the light switch. Please remove from bracket and point towards garage control unit located in the middle of the ceiling and press the upper button **ONCE** to open/close the door.

Apart from the washing machine/dryer and sink, the rest of the garage is **not included in the rental**. The fridge, chest freezer, wardrobe, bicycles, tools and other materials belong to the owners. Please do not use them.

## **LAMPS**

There are two types of table lamps, those with a switch (main bedroom) and those that be switched on/ off by simply touching near the top of the chrome base.

## **LINEN**

You should be provided with clean bed linen and towels (white cotton sheets, duvet covers, pillow cases and towels) when you arrive. The linen will be changed weekly between rentals, but if your stay is more than one week, we will need to arrange for your linen/towels to be swapped over at the end of each week. If this is required, you can liaise with the cleaning lady, **Tracey Skinmore (mobile: 07917 202 203)** to arrange for the swap over.

## **MICROWAVE**

The microwave is also a grill and oven. Instructions can be found in the Instructions Box File.

## **TELEPHONE**

There is a hands-free telephone system in the house with three handsets (lounge, kitchen and main bedroom). **You can use the telephone to make local calls but**

**any mainland or International calls will be charged upon receipt of the monthly itemised bill.**

## **TOWELS**

We do provide cotton shower and hand towels but **not beach towels** (please bring your own). These will be cleaned and swapped over along with the linen.

## **TV/DVD PLAYER**

The TV comes with Freeview. Use the remote control to switch on the TV and change channels. To play a DVD, either use the remote control or press the on switch directly on the player. Insert the DVD and switch on the TV using the remote control. The TV will automatically recognise the DVD and begin playing it. Instructions for the TV and DVD players can be found in this folder.

## **UNDERFLOOR HEATING**

The downstairs toilet (off the hallway) and bathroom (off the snug room) both have underfloor heating. These have been set to come on and off twice during the day and weekends. Please do not adjust.

## **UPSTAIRS BALCONY**

Outside the room with the bunk beds on the first floor, there is a roof terrace/balcony. **Feel free to use this but this is entirely at your own risk.** A galvanised steel railing barrier has been installed – please do not lean against it or push it. Entry to the terrace is made through the patio doors. Patio doors keys may be found in the Key Box. **ENTRY TO ALL OTHER FLAT ROOFS IS PROHIBITED.**

## **VACCUUM CLEANER**

The Dyson vaccuum cleaner may be found underneath the stairs in the cupboard. Please replace when finished.

## **WASHING MACHINE**

We do have a washing machine and dryer in the garage which you are welcome to use. Please **DO NOT ANY BLEACHED PRODUCTS – ONLY USE THE LIQUID SOAP THAT IS PROVIDED.** Also please feel free to use the sink in the garage to wash dirty boots/shoes etc.

Push the door locked/unlocked button to open the door on this front-loading machine. **Feel free to use the washing liquid provided, but please do replace what you have used.**

All the programmes should drain the water automatically. The liquid soap goes in the middle compartment with any conditioner in the right hand compartment. Please wait for the light to go off before opening the door.

### **WATER STOPCOCK**

The main water stopcock can be found under the sink in the toilet by the front door. Please remove the white box covering and turn the Stopcock to turn the water off.

### **WI-FI**

There is internet with wi-fi service. Password is 92c3cd64e5 (Case sensitive).

### **OUTDOORS**

#### **BBQs**

We have 2 BBQs for you to use. All of them use charcoal. **Please replace the charcoal that you have used.** Once you have used the BBQ(s) please **clean them and put them back under cover** to stop them from getting wet in case it rains.

#### **FRUIT TREES**

Please refrain from picking the fruit, as the owners do use the fruit to make jams, marmalades, chutneys etc.

#### **GARDEN**

The garden is maintained by a gardener so **please do not water or tend to any of the plants.**

#### **GARDEN FURNITURE**

There are garden chairs, cushions and umbrellas. The cushions can be found in one of the outdoor boxes. Please store the cushions each night back in the boxes so that they do not get wet/damp when it rains and when the dew arrives every night.

When you leave please put these back in the boxes so that they do not get mouldy.

#### **ROCKERY**

Please do not play or walk on the rockery.

#### **TRAMPOLINE**

**Use of the trampoline is entirely at your own risk.** Please be careful and monitor any children during use. Please leave the trampoline surface clean and tidy.

**TREE CLIMBING**

**Climbing the oak tree is entirely at your own risk.** Please be careful and monitor any children during use.