

1 THE MEWS

PROPERTY MANUAL



 **MILLBROOK** | *Escape the everyday*

WELCOME TO 1 THE MEWS

All of our Resort Homes and Luxury Retreat properties have been specifically tailored and designed to the requirements of individual owners, making your stay a unique experience. Within this manual we have included information specific to this property relating to the operation of various components found within the house.

We would like to remind you that this is a residential area with neighbouring properties and we ask that noise levels are kept to a minimum. Should any accidental damage occur, please inform a member of staff immediately to avoid any additional charges being incurred. Thank you for your care and consideration.

PHONES

Millbrook's Hotel system is linked to the phone/s in this property.

- The extension for this property is 5101.
- For Reception dial 0.
- For an outside line dial 1. Calls will be charged to your account.
- For other internal numbers, such as restaurants and The Spa, please refer to the instructions on the phone, or the Millbrook compendium on our website: millbrook.co.nz/compendium

PRIVATE STORAGE

The owner has various cupboards and/or rooms around the property locked for private storage.

RUBBISH

There are rubbish bins located in the draw to the left of the kitchen sink. Outside of the property there is also a green rubbish bin which is collected on a Monday and a recycling bin (blue lid) which is collected on a Friday. Millbrook encourages you to recycle as much as possible.

FIRE EXTINGUISHER

A small fire extinguisher can be found in the pantry cupboard.

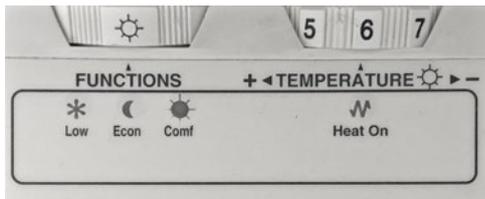
1. Pull the pin on the extinguisher.
2. Aim the nozzle toward the base of the fire.
3. Squeeze the handle to release the extinguisher agent.
4. Sweep from side to side until the flames are extinguished.

If the extinguisher is emptied and the fire is still not out, evacuate the property immediately.

HEATING

WALL HEATERS (BEDROOMS)

1. Ensure the heater is switched on at the wall and also on the side of the heater.
2. Turn the **FUNCTION** dial to the ☀ symbol and turn the **TEMPERATURE** dial to the desired heat level.



IMPORTANT: Please do not place anything up against heaters or use them as drying appliances.

CEILING HEAT (LOUNGE)

There is a thermostat panel above the telephone on the wall in the lounge which should be pre-set to a comfortable level during colder months. Simply turn the dial to adjust the temperature if needed.



GAS FIREPLACE (LOUNGE)

The fireplace is controlled by the grey remote which is located on the wall on the right side of the fireplace.

1. Press the **ON** button to ignite the fire.
2. Press the **TEMP** button to increase/decrease the temperature. Press the **ON** an **OFF** (arrow) keys to adjust.
3. Press the **FUNC** button to increase/decrease the size of the flame. Press the **ON** an **OFF** (arrow) keys to adjust.
4. To turn the fire off, ensure the display isn't sitting on either of the **TEMP** or **FUNC** settings, then press the **OFF** button.

IMPORTANT: Never place items close to or up against the fireplace. If you have young children in your group, a fireguard can be requested from Reception to be delivered to the property. Always switch off the fireplace when the property is vacant.

KITCHEN

The kitchen is equipped with the following appliances for your convenience:

HOB

To use the gas hob:

1. The cooking rings are indicated by the black dot in the square next to each dial.
2. To turn the gas ring on, push down on the dial while turning it to the left until the flames appear.
3. Adjust the level of the flame by turning the dial further to the left.

NB: Always ensure the gas is switched off after use.

OVEN

1. To switch the oven on, turn the **MULTIFUNCTION** dial to one of the icons (see images below for explanation).
2. Turn the **TEMPERATURE** dial to your desired heat level.
3. When finished cooking, turn the both the **MULTIFUNCTION** and **TEMPERATURE** dials to **0**.



OVEN LAMP



TRADITIONAL CONVECTION COOKING: UPPER AND LOWER ELEMENTS ARE BOTH USED.



LOWER HEATING ELEMENT



UPPER HEATING ELEMENT



GRILLING



FAN GRILL



MULTI-FUNCTION



FAN FORCED



DEFROST

MICROWAVE

1. Push the **POWER LEVEL** button and select the desired level of power from **P1–P10** (P10 being the highest level).
2. Choose the cooking time by pressing numbers on the numerical keypad, then press **START**.



EXTRACTOR FAN

The extractor fan is located at the back of the gas hob. Turn the dial at the top right corner (**1-3**) to start the fan. The panel will raise slightly after a few seconds. Turn it back to **0** to turn the fan off.

DISHWASHER

The dishwasher has two separate drawers. Detergent tablets are located in the cupboard under the sink.

1. Load your dishes into the dish drawer.
2. Place the detergent tablet into the dispenser on the inside of the door.
3. Press the **ON/OFF** button on top of the door, then choose your desired programme from the Wash Cycle Table below.
4. Ensure the door is closed properly – the cycle will start automatically.

WASH CYCLE TABLE

Program	Cycle Selection Information	Description of Cycle	Detergent pro/main	Running time(min)	Energy (Kwh)	Water (l)	Rinse Aid
Intensive	For the heaviest soiled loads, such as pots, pans, casserole dishes and dishes that have been sitting with dried food on them for a while.	Pre-wash (50°C) Pre-wash Wash (65°C) Rinse Rinse (55°C) Drying	5/25g	130	1.4	22	★
Normal (AS/NZS 2007.1)	For normally soiled loads, such as pots, plates, glasses and lightly soiled pans, standard daily cycle.	Pre-wash Pre-wash Wash (50°C) Rinse (65°C) Drying	5/25 g	120	0.9	16	★
Rapid	A shorter wash for lightly soiled loads that do not need drying.	Wash (45°C) Rinse (45°C)	20 g	30	0.45	12	
3 In1	For normally soiled loads, such as pots, plates, glasses and lightly soiled pans, standard daily cycle.	Pre-wash Pre-wash Wash50°C Rinse70°C Drying	3in1	160	1.2	17	

LAUNDRY

For your convenience, the property is equipped with a washing machine and a dryer, as well as an iron and ironing board.

WASHING MACHINE

For quick use:

1. Turn on the **POWER** button.
2. All settings can be adjusted to your washing preferences by pressing the white buttons.
3. Press the **START/PAUSE** button to begin the washing process.

TUMBLE DRYER

For quick use:

1. The dryer will start automatically when the dial is turned. Always turn the dial in a clockwise direction (to the right), do not turn it to the left or it could damage the turning mechanism.
2. The numbers indicate the amount of drying time in minutes.
3. Please remove lint from the filter after each drying cycle.

HOME ENTERTAINMENT

TV MEDIA ROOM (BEHIND DINING ROOM)

1. Press the **WATCH TV** button on the remote control, located on top of the SKY magazine.
2. Use the **Vol** and **Ch** buttons to adjust the volume and change channels.
3. Turn off the TV by pressing the  button.



TV (MASTER BEDROOM)

1. To turn on the TV, press the red  button on the **SKY** remote control and use this same remote to adjust the volume and change the TV channels.
2. To turn off the TV, press the red  button again.



OUTDOORS

BBQ

1. Open the doors to the BBQ and ensure the gas bottle valve is turned to the **ON** position and gas is flowing into the BBQ.
2. Push in the dial of the burner you want to use while at the same time, turning it to the left (anti-clockwise) until you hear the burner ignite and see a flame (you may have to repeat this step a couple of times if at first it doesn't work).
3. Let the dial out and adjust the flame by turning it to the left further.

IMPORTANT: For safety, please ensure the gas bottle is turned to the **OFF** position after each use.

DUCKS

We kindly ask guests NOT to encourage the ducks onto the property by feeding them, as they will leave a mess on the patio and inside the house.

FURTHER INFORMATION

Should you require further assistance during your stay here at Millbrook, please contact Reception on ext 0.

Once again, we hope you enjoy your stay.

