

2 REIDHAVEN

PROPERTY MANUAL



 **MILLBROOK** | *Escape the everyday*

WELCOME TO 2 REIDHAVEN

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 5502.
- 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 in the Millbrook compendium on our website: millbrook.co.nz/compendium.

FIRE EXTINGUISHER

A small fire extinguisher can be found under the kitchen sink.

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.

RUBBISH

There is a waste disposal unit located in your kitchen sink where you can dispose of soft food scraps and vegetable peel. Place the items you want to dispose of down the drain, turn on the cold water tap so water is running and press the button labelled WASTE (between the power outlets on the wall to the right of the sink) to start the grinding. Press the button again to stop the machine. Please do not place chicken, fish or meat bones, banana skins (or any fibrous or hard foods) in the unit.

There are rubbish bins located in the cupboard under the kitchen sink. Outside of the property there are also larger waste and recycling bins. Millbrook encourages you to recycle as much as possible.

PRIVATE STORAGE

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

HEATING

UNDER-FLOOR HEATING (BATHROOMS, KITCHEN & DINING)

The control panels (on the wall in the foyer, kitchen and each of the bathrooms) are pre-programmed to a specific heat setting. However, the heating can be adjusted as follows:

1. Press the **POWER** button on the bottom right corner.
2. To adjust the temperature, push the number on the temperature reading.
3. Use the arrows to adjust, then push **DONE** on the left.



There are also heated towel rails in the bathrooms which can be controlled by the switch labelled **HEAT** next to each one.

PANEL HEATERS (BEDROOMS)

Ensure the heater is plugged in and switched on at the wall turn. Push the switch to the ☀️ symbol and turn the dial to the desired heat level.



IMPORTANT: Please ensure heaters are switched off when not in use or when the house is vacant.

GAS FIREPLACE (LOUNGE)

The fireplace is controlled by the grey remote which is located on coffee table. Ensure the switch labelled **HEAT** to the right of the fireplace (between the power outlets) is on.

Press the large **POWER** button in the middle of the remote control to turn the fire on, and use the + and – buttons to change the temperature.



IMPORTANT: The glass gets very hot. 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

1. For the burner you require, press the dial down and turn it to the left (anti-clockwise) until the flames appear.
2. Set the desired flame height by turning the dial within the range of these flame symbols.
3. To turn off the burner, turn the dial back to the **OFF** position which is the far-right side.

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

OVEN

There is a small oven and a large oven. Dials to control the large oven are on the left side of the clock on the panel and dials controlling the smaller oven are on the right side of the clock.

Functions for both ovens are as follows:

LARGE OVEN:

-  **Upper & Lower Heating Element:** Ideal for all types of cooking and suitable for re-heating dishes prepared in advance.
-  **Grill Element:** For grilling meat and toasting or browning dishes.
-  **Lower Heating Element:** Recommended when blind-baking pastry or cooking pizza. It may also be used to finish off quiches or flans to ensure the base pastry is properly cooked.
-  **Upper & Lower Heating Element + Ventilated Heating Element:** For cooking different types of food (meat, fish, vegetables and cakes) simultaneously on different shelves.
-  **Defrosting:** The flow of air produced by the fan ensures quicker defrosting. The air circulated inside the oven is at room temperature.

Upper & Lower Heating Element + Ventilation:

The fan circulates hot air to maintain an even temperature inside the oven. Select any temperature between 50°C and 250°C. Recommended for cooking different types of food (meat, fish, vegetables and cakes) simultaneously on different shelves.

Grill Element + Ventilation: For rapid browning of foods for grilling such as meat or fish.

Lower Heating Element + Ventilation: This combination completes cooking more quickly for foods that are ready on the surface, but require more cooking inside without further browning. Suitable for any type of food.

Select the cooking temperature for the large oven by turning the thermostat dial clockwise (to the right) to a setting between 50° and 250°C.

SMALL OVEN:

-  **Upper & Lower Heating Element:** Ideal for all types of cooking and suitable for re-heating dishes prepared in advance.
-  **Lower Heating Element:** Used when blind-baking pastry or cooking pizza. It may also be used to finish off quiches or flans to ensure the base pastry is cooked enough.
-  **Grill Element:** For grilling meat or toasting/browning dishes.
-  **Wide Grill Element:** For grilling meat or toasting/browning dishes. Recommended for large-sized items.

Position the small oven thermostat dial on either the **WIDE GRILL ELEMENT** symbol or the **GRILL ELEMENT** symbol. Turn the grill temperature dial in either direction to your setting of choice. The thermostat will turn on and off to maintain the selected temperature. When the thermostat turns on, the light will glow.

KITCHEN

MICROWAVE

For quick use:

1. Press **MICROWAVE**. The LED will display 'P100'. If you wish to decrease the power, keep pressing this button and choose either P80, P50 or P30. Once you reach your desired level press **Start/+30Sec/Confirm**.
2. To set the cooking time, turn the dial until you reach the desired time then press **Start/+30Sec/Confirm** to start the cooking process.

EXTRACTOR FAN

1. To light the hob area, press .
2. Press  to start start the fan and keep pushing this button to choose your desired stength.
3. Press and hold  for a few seconds to turn off the fan.



DISHWASHER

Detergent tablets are located in the cupboard under the sink.

1. Load your dishes into the dish drawer.
2. Press the **ON/OFF** button on the top of the door. The illuminated ring around the  button will light up.
3. You may have to deactivate the keylock first by pressing the  button until **TO CANCEL KEYLOCK** appears, then press the button again until **PRESS FOR 5 SECS** is displayed. Hold down the button for five seconds until the countdown finishes and **KEYLOCK DEACTIVATED** appears on the display.
4. Place a dishwashing tablet in the dispenser cartridge (located on the inside of the door) and close it.
5. The dishwasher will automatically choose a programme cycle for you.
6. Press the **ON/OFF** button again to turn off the dishwasher.

LAUNDRY

For your convenience, the property is equipped with a washing machine and a dryer. The ironing board is located in a cupboard on the wall in the laundry.

WASHING MACHINE

1. Turn on the **POWER** button.
2. Place clothes in the washing machine, remove the fabric softener dispenser cap, put the laundry powder into the centre of the agitator, replace the cap.
3. Select the double arrow button to scroll through the length of the wash you require.
4. You can select **SMART CYCLES** depending on your requirements and also adjust **WASH TEMPERATURE, WATER LEVEL** and **SPIN SPEED**.
5. Press the **START/PAUSE** button to begin the washing cycle.

TUMBLE DRYER

For quick use:

1. Turn the dryer on with the **POWER** button.
2. Select the **DRYNESS** you require.
3. Press **START/PAUSE** to begin the cycle and also press the **FAN** switch on the wall, as this needs to be used whilst the dryer is on.
4. Please empty the lint filter after each use.

HOME ENTERTAINMENT

TV (LOUNGE)

The TV is located in the cupboard to the right of the fireplace and the remote control sits in a dock on the table next to the patio doors. Open the cupboard by pushing in the middle of the two panels.

1. Turn on the TV by pressing the **TV** button on the top left-hand corner of the remote control.
2. The receiver will 'click' on as this is where the audio comes from.
3. Control the **SKY** channels using the **CHANNEL** button or keypad.
4. Press the **⏻** button to turn off the TV
5. Ensure the remote control is placed back in the docking station after use so the battery can re-charge.



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.



SKI CUPBOARD

The ski cupboard is located via the door in the alcove next to the garage. The key can be found in the closet on the right as you enter through the front door. Please ensure the key is hung back in this position for the next guest to use.

OUTDOORS

BBQ

1. Ensure the BBQ has plenty of room behind it so that when the lid is lifted, it doesn't touch the wall.
2. The gas control knob locks in both the Off and High positions. By pushing down on the knob and turning anti-clockwise (to the left), gas flow will gradually increase until the High position is reached.
3. Continue turning in this direction and gas flow will decrease until a simmer level is reached at **LOW**.
4. If the burner did not light, turn the knob to the **OFF** position. Allow gas to disperse then repeat the lighting procedure.
5. To turn gas flow off, the gas control knob must be turned clockwise (to the right) from Low, depressed at High and turned off until the **OFF** position is reached.

IMPORTANT: For safety, always turn off gas appliances after 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.



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