

# 11 MCENTYRE'S LANE

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PROPERTY MANUAL



 **MILLBROOK** | *Escape the everyday*

# WELCOME TO 11 MCENTYRE'S LANE

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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

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

- The extension for this property is 5811.
- 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](http://millbrook.co.nz/compendium).

## PRIVATE STORAGE

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

## RUBBISH

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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 and press the button located behind 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 drawer to the left of the dishwasher. 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

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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.

# SMOKE ALARM

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If the smoke alarm has gone off for minor incidents such as burning toast, it can be disarmed by pressing the numbers on the keypad: **2, 5, 8, 0** then **X**. DO NOT disarm the alarm if a fire occurs. If the fire cannot be contained using the fire extinguisher, get out of the property immediately and call 111.



# HEATING

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Heating is provided by under-floor heating in the lounge, bedrooms and bathrooms. This heating will be turned on prior to your arrival as it takes a while to heat up.

## UNDER-FLOOR HEATING (BATHROOMS)

Under-floor heating in the bathrooms is controlled by a dial on the wall as well as a switch behind each towel rail.



## UNDER-FLOOR HEATING (ALL OTHER AREAS)

Under-floor heating is on a timer which controls different zones so that every hour, not every heating zone is on. The timber floor zones are locked at 27°C. There are isolation wall switches in each room that should be left ON during winter months in order for the heating to work.

## GAS FIREPLACE (LOUNGE)

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

1. Press and hold the top button to turn on the fire.
2. Use the **FLAME** button to control the amount of heat you require.
3. Use the **FAN** button to control the strength of the heat.



**IMPORTANT:** Never place items close to 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.

**IMPORTANT:** Always ensure the gas is switched off after use.

## OVEN

First ensure the **OVEN** switch behind the hob is on. The time must also be set to use the oven.

1. If required, set the time by pressing the  button and use the arrows to reach the correct time.
2. Select the programme you require using the **FUNCTION** dial (see images below for an explanation of each one). You can then set the temperature using the **TEMPERATURE** dial. A light will come on above the dial when the temperature is heating up and then will turn off when the temperature is reached.



## MICROWAVE

For quick use, set the time you require using the touchpad, moving your finger clockwise around the touchpad dial, then press **START**.

## EXTRACTOR FAN

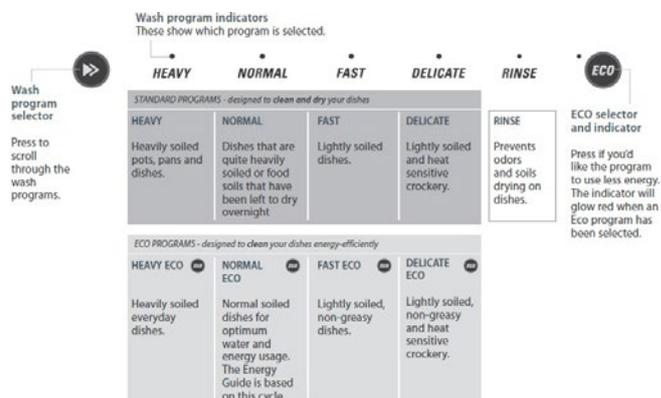
1. Press the **POWER** button on the far left of the panel to turn on the extractor fan.
2. Illuminate the area using the light bulb button.
3. Set the power you require using the **I, II** and **III** buttons.
4. Press the **POWER** button again to turn the fan off.



## 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. Press the  button.
3. Select one of the following programme options from the image below by pushing the  button.
4. Place a dishwashing tablet in the tablet tray (located on the inside of the door). Close the drawer and press the  button on the front of the drawer.



# LAUNDRY

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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. Press the **ON/OFF** button and open the door.
2. Place your clothes into the machine.
3. Open the drawer on the outer top left of the machine and add the detergent/powder to the compartment labelled **II**.
4. Use the programme selection dial to choose the cycle you require.
5. Press the **START/PAUSE** button to start the programme.

## TUMBLE DRYER

For quick use:

1. Press the **POWER** button.
2. Select the **DRYNESS** level and the **TEMPERATURE** you require.
3. Press the **START/PAUSE** button.
4. Please remove lint from the filter after each drying cycle.

# HOME ENTERTAINMENT

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## TV (SUNROOM & MASTER BEDROOM)

1. The SKY remote control is on top of the SKY magazine to the side of the TV in the sunroom, and on the bedside table in the master bedroom.
2. Use this remote control to change channels and adjust the volume. When you switch on the TV using the red **POWER** button, the picture may take a few seconds to be displayed.



# OUTDOORS

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## GAS FIRE

Pull out the tray at the bottom of the fireplace to expose the controls. Turn on the **ON/OFF** switch on the far-left side. If the fire doesn't come on automatically, follow these instructions:

1. The **CONTROL** dial (far right side) controls the fire; the **HEAT** dial to the left of it controls the size of the flame and the black button on the far left is the ignition (ensure the **ON/OFF** switch next to it is ON).
2. Turn the **CONTROL** dial so that the pilot symbol (white starburst) is aligned with the white display mark to the right).
3. Press in the **CONTROL** dial and hold for 10 seconds whilst repeatedly pressing the ignition button to ignite the pilot light.
4. Once lit, keep the **CONTROL** dial pressed in for a further 15 seconds.
5. If the pilot light fails to ignite, wait 30 seconds and try steps 2-4 again. You will hear the fire 'click' when you can try again.
6. Once the pilot light is lit, press in the **CONTROL** dial again and turn anti-clockwise to the flame symbol – it will take a few seconds for the fire to ignite fully. Please stand back as the fire lights itself and do not panic if there is a loud hissing sound, this is normal.
7. Use the **HEAT** dial to set your desired flame level by aligning it with the white display mark beneath the dial.
8. To turn the fire off, depress the **CONTROL** dial slightly and turn it so the white dot symbol is in line with the white display mark.



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

## BBQ

1. Open the lid and select the area you require.
2. Turn the dial to **RAPID PREHEAT** and you will hear the ignition spark.
3. Once you hear the flame, set the BBQ to your desired temperature.
4. If the BBQ does not light, repeat steps 1-3 once you have turned the dials back to the **OFF** position.
5. Please follow the recommended instructions on the BBQ hood.

## 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

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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.**

