

8 OGILVIE LANE

PROPERTY MANUAL



 **MILLBROOK** | *Escape the everyday*

WELCOME TO 8 OGILVIE LANE

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

There are two phones; one in the master bedroom and one in the cupboard opposite the kitchen (via sliding door). The phones are linked to the Millbrook Hotel system.

- The extension for this property is 5788.
- 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 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 a drawer on the far-right side of 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

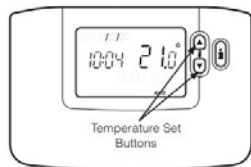
WALL RADIATORS

Heat from radiators can be controlled by turning the dial on the side of each one. The main thermostat panel for these radiators (on the wall opposite the guest bathroom) is set to a specific comfort level and once reached, the radiators will no longer heat up. The controls should not need adjusting, however if you wish to change the temperature, please read the instructions below:




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

To change the set temperature at any time press  button to increase or  button to decrease the temperature. These are accessible with the flap open or closed. The set temperature will be shown on the display.

At the next programmed time/temperature change it will revert to your preset temperature.



UNDER-FLOOR (BATHROOMS)


Heating is controlled separately in each bathroom. The controls should not need adjusting; however, you can change the temperature by selecting  and then adjusting the temperature using the  &  keys.

There are also heated towel rails in each bathroom – the on/off switch is behind each towel rail.



GAS FIREPLACE (LOUNGE)

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

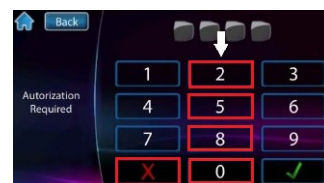
Press the large  button in the middle of the remote control to turn the fire on and use the + and – buttons to change the temperature.



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.

SMOKE ALARM

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.



KITCHEN

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




HOB

IMPORTANT INFORMATION:

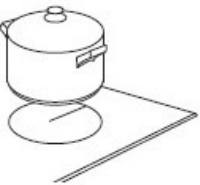
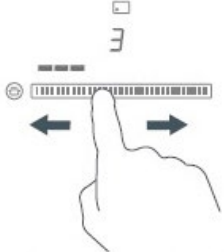
- Do not use any other cooking pot or pan on this hob other than those provided in this kitchen or supplied by Millbrook's Food & Beverage Department.
- Only use water and a soft cloth to clean the hob. Please let Housekeeping staff know if you can't remove cooking residue.
- Do not allow pots or pans to boil dry as this can damage the hob surface.
- It is normal to hear electrical/clicking noises emanating from the hob when cooking.

12 Using your induction cooktop

To start cooking

- 1 Touch and hold the ON/OFF control for 2 seconds. A white indicator light will glow.
 
- 2  will appear in the cooking zone displays.
 
- 3 Place a suitable pan on the cooking zone you wish to use.
 - Make sure the bottom of the pan and the surface of the cooking zone are clean and dry.

Important!
Always place small pans in the centre of the cooking zone.

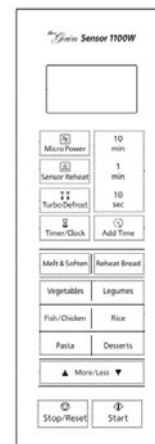

- 4 Select a heat setting by touching or sliding the setting selector with your finger.
 - If you don't choose a heat setting within 20 seconds, the cooktop will automatically turn off. Start with step 1 again.
 - You can modify the heat setting at any time during cooking.

OVEN

1. Use the **FUNCTION** dial to choose the cooking programme you require.
2. Then set the temperature for the cooking programme using the **TEMPERATURE** dial (this will differ slightly with each cooking setting).
3. When finished cooking, turn the **FUNCTION** dial to the **OFF** position.

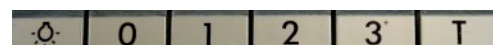
MICROWAVE

1. Push the time you require from the panel on the right, e.g. for 25 minutes push 10 min x 2, then 1 min x 5.
2. Press the **START** button.
3. When finished cooking, press the **STOP/RESET** button.



EXTRACTOR FAN




Underneath the extractor fan you will find a panel of buttons. Use **1, 2** or **3** to turn the extractor fan on (depending on the intensity you require). To light the hob area, switch on the flashing button (far left). Turn off the extractor fan by pressing the '0' button.

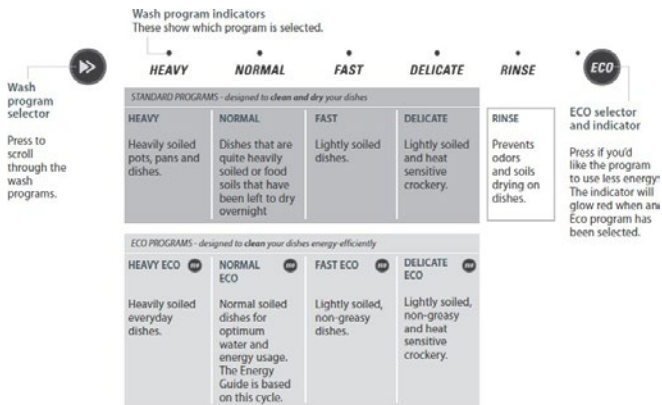


LAUNDRY

DISHWASHER

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

1. Press the  button.
2. Load your dishes into the dish drawer.
3. Select one of the programme options from the image below by pushing the  button.
4. Place a dishwashing tablet in the tablet tray (in the middle of the cutlery basket). Close the drawer and press the  button on the front of the drawer.



For your convenience, the property is equipped with both a washing machine and a dryer, as well as an iron, ironing board. A vacuum cleaner is located in the hall closet in the front entry.

WASHING MACHINE

1. The detergent tray is on the top left of the washer. Place laundry detergent in the compartment labelled **II** and fabric softener in the middle tray. Do not use fabric softener if you require the **QUICK** programme.
2. To start the wash, press the **POWER** button and use the large dial to select the programme you require. Press **START/PAUSE** to begin the wash. If you need to pause the wash at any time, press **START/PAUSE** again. You can also select a new cycle once the wash is paused, if you require.



TUMBLE DRYER

1. Check the lint filter is clean and the water tank is empty before every load.
2. Sort and load items into the dryer drum, ensuring no items are in the way of the door.
3. Press the **POWER** button to activate the dryer.
4. The dryer will default to the 'Everyday' cycle. Select your desired drying cycle by turning the dial and your preferred drying options by pushing the buttons on the right of the panel.
5. Touch the **START/PAUSE** button to start the cycle.

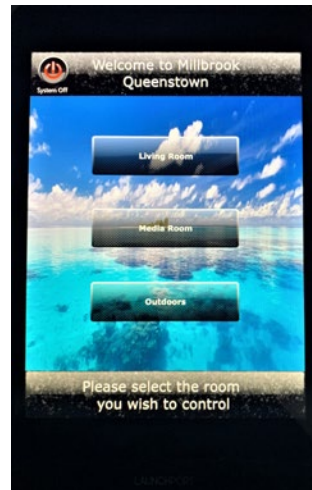
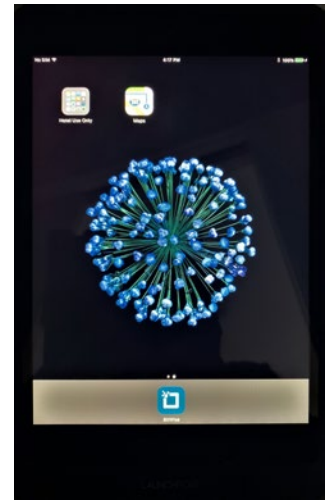
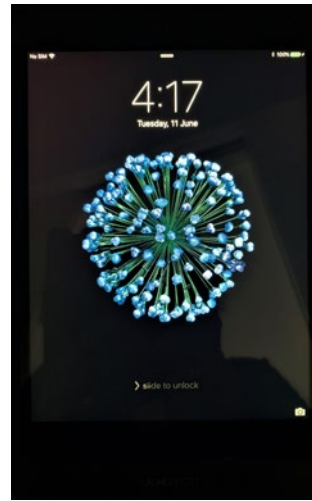


HOME ENTERTAINMENT



TV (MEDIA ROOM & LOUNGE)

Both of these televisions are controlled by iPads (one can be found in the media room and the other is in the cupboard opposite the kitchen via the sliding door).

1. Turn on the iPad by pressing the button above the word **LAUNCHPORT**. The iPad can be removed from the docking station for ease of use but please ensure it is placed back on it so the battery can be recharged.
2. Use your finger to swipe from left to right over the words **SLIDE TO UNLOCK**.
3. If the **BITWISE** icon appears select it, otherwise select which room you wish to watch TV or listen to music from.
4. Then select from either **WATCH TV, FM RADIO OR PORTABLE DEVICE INPUT**. NB: We ask guests not to select **APPLE TV** or **OUTDOORS** as these are for owner's use only.
5. Press **CHAN/PAGE** arrow keys to change channels and the speaker icons for volume. To switch off, press the red **SYSTEM OFF** icon in the top left corner of the screen and confirm which room you're switching off the device from by pressing the **TICK** icon beneath it.






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.



SKYLIGHT WINDOWS

Skylight windows in the two bathrooms can be opened or closed by using the touch-screen in those rooms.

1. Touch the  symbol on the bottom right of the screen to display the controls.
2. To open the window, touch the  symbol on the right-hand side and close the window by touching the  symbol on the left-hand side.
3. You can stop the window before it reaches its minimum or maximum level by touching **STOP**.



OUTDOORS

BBQ

Instructions for operating the BBQ can be found on the inside door of the BBQ trolley. Please replace the cover when the BBQ is not in use.

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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