

11 THE MEWS

PROPERTY MANUAL



 **MILLBROOK** | *Escape the everyday*

WELCOME TO 11 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

There are two phones; one in the master bedroom and one on the kitchen counter top. The phones are linked to the Millbrook Hotel system.

- The extension for this property is 5111.
- 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.

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 machine in the kitchen sink. Here you can dispose of things such as soft food scraps and vegetable peel. To operate the waste disposal, put the items you want to dispose of down the drain, run the cold tap and press the button on the wall to the left, labelled **WASTE**, 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 waste disposal.

There is a rubbish bin located in the drawer to the left of the refrigerator. 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 rooms around the property locked for private storage.

HEATING

The heating is provided by under-floor heating in the bathrooms and living/dining area, wall heaters in the bedrooms and a gas fireplace in the lounge.

WALL HEATERS (UPSTAIRS BEDROOMS)

1. The wall heaters in the bedrooms have two switches, one at the wall and one red one on the heater itself.
2. Press the **MODE** button twice, until the top number flashes 35.
3. Change the heat to your desired temperature using the + and – buttons.
4. Press **ON/POWER/OFF** until you have a flame symbol and either a sun or half sun. The flame symbol means that the heater is heating up to temperature.
5. If you are setting the temperature lower, then the flame symbol will disappear as the heater cools down.



WALL HEATER (DOWNSTAIRS BEDROOM)

1. Ensure the heater is switched on at the wall.
2. If the heater itself isn't already on, press the  button and use the + and – symbols to adjust the temperature.
3. If the room is already up to the target temperature, the heater will be in standby mode and when the temperature drops, it will automatically increase to the target temperature.



BATHROOMS

The under-floor heating will be turned on prior to your arrival as it takes time to heat up. The controls are located on the wall in each bathroom and can be adjusted by turning the dial to the selected comfort level. Heat for the towel rails is controlled by the switch next to each one.



UNDER-FLOOR HEATING IN LIVING AREAS

This heating is controlled by turning the dial on the thermostat located on the between the kitchen and entry foyer.



GAS FIREPLACE

Ensure the wall switched (located on the wall around the right side of the fireplace) is switched on. The remote control is located on the mantelpiece above 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. Turn off the fire by pushing the  button again.

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

To use the gas hob:

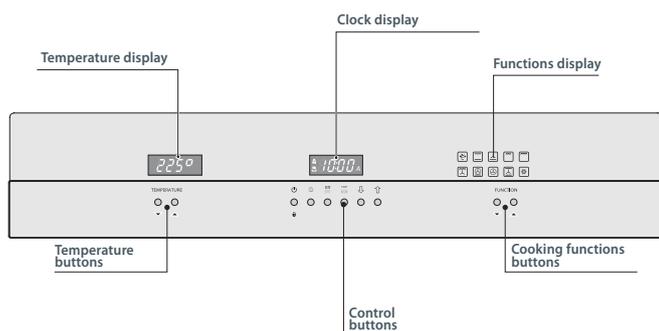
1. The cooking rings are indicated by the black dot in the square next to each dial.
2. To turn the gas ring on, push down on the dial while turning it to the left until the flames appear.
3. Adjust the level of the flame by turning the dial further to the left.

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

OVEN

Press the  button to turn the oven on. **ON** appears for two seconds on the display, the oven lamp lights up, then the time appears on the display. If you do not use the oven within three minutes, it automatically goes back to stand-by.

Use the arrows to choose the desired **FUNCTION** or **TEMPERATURE** (in Celsius). The function you choose will light up when selected (see Function Labels below for reference).



-  **OVEN LAMP**  **GRILL**  **TURBO GRILL**
-  **BAKE**  **FAN FORCED WITH LOWER HEAT**
-  **FAN BAKE**  **PASTRY ASSIST**  **FAN GRILL**
-  **FAN FORCED**  **DEFROST/WARM**

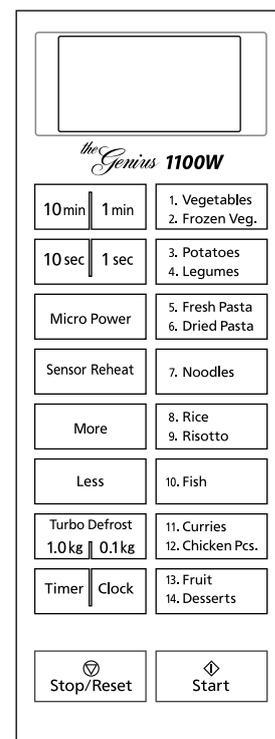
EXTRACTOR FAN

Pull out the door of the extractor fan and it will start automatically. Push the slider to adjust the level of extraction.

MICROWAVE

For quick use:

1. Place your food in the microwave and close the door.
2. Press **MICRO POWER** until your desired power level appears in the display window (P10 is the highest level).
3. Set your cooking time by selecting the 1 min, 1 sec, 10 sec and 10 min buttons.
4. Press the **START** button.



DISHWASHER

The dishwasher tablets are located in the cupboard under the sink.

1. Turn on the dishwasher using the  button.
2. Load your dishes into the dish drawer.
3. Place your dishwashing tablet in the tablet tray on the inside of the door and close it.
4. Press the  button (on the display panel on the top of the door) until you get the desired dishwashing setting.
5. To begin the wash cycle, press the  button on the front of the dishwasher.



HOME ENTERTAINMENT

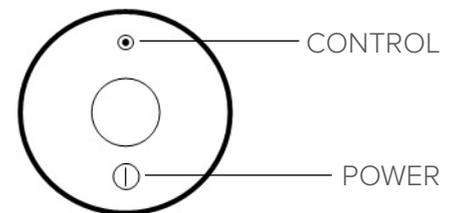
TV (LOUNGE & MASTER BEDROOM)

To turn on the TV press the red **POWER** button on the top right corner of the remote control. The TV channels and volume can both be adjusted by choosing + and – on the remote control.



BLUETOOTH SPEAKER (LOUNGE & MASTER BEDROOM)

1. Press the **ⓘ** button on top of the speaker.
2. Then press the **CONTROL** button and hold it in for approximately 5 seconds until the light starts blinking.
3. On your Bluetooth device, go to the Bluetooth menu and scan for devices (make sure Bluetooth is enabled).
4. Select **BOOM3** from the list of devices.
5. The volume can be adjusted from your device or by pressing the large + and – on the speaker itself.
6. The speaker can be placed anywhere in the room but please place back on the side table when not in use. The speaker can be charged using the USB cord in the drawer of the side table in the dining area.



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

1. Place your clothes in the washing machine, remove the fabric softener dispenser cap and place one sachet of the laundry powder down the centre of the agitator.
2. Replace the fabric softener cap.
3. Press **I** to turn on the machine.
4. Select the desired wash settings by pushing the **ARROW** keys.
5. Press **START/PAUSE** to begin the cycle.

TUMBLE DRYER

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 can 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.

OUTDOORS

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.

