

# 2 THE MEWS

PROPERTY MANUAL



# WELCOME TO 2 THE MEWS

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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 5102.
- 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](http://millbrook.co.nz/compendium).

## FIRE EXTINGUISHER

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A small fire extinguisher can be found in the tall cupboard to the left of the hob.

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.

## CUPBOARDS

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The majority of cupboards in this property don't have handles and can be difficult to identify as they are set into wall units. Most can be opened by simply pushing on the front of the door or if a drawer, pulling from underneath.

## RUBBISH

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There is a waste disposal unit in the sink located in the alcove to the side of the kitchen, 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 on the wall to the left 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 is a rubbish bin in the kitchen alcove. Outside of the property there are also larger waste and recycling bins. Millbrook encourages you to recycle as much as possible.

## PRIVATE STORAGE

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

# HEATING

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## UNDER-FLOOR HEATING (BATHROOMS)

If the under-floor heating is not already on during cooler months, please turn the switch on the wall on and adjust the dial to the desired temperature.



## HEATED TOWEL RAILS (BATHROOMS)

These should be on when you arrive – they can be turned on and off at the wall where the light switches are located.

## WALL HEATERS (BEDROOMS & LIVING AREAS)

There are two different types of panels on the wall heaters, some with numbers and some with black dots. To switch on, turn the dial on the left to the **ON** position (the switch on the wall may also need to be turned on). Turn the dial on the right until you reach your desired level of heat (the larger the black dot or the higher the number, the more heat is dispersed). To switch the heaters off, turn the dial on the left to the **OFF** or **STOP** position.



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

## GAS FIREPLACE (LOUNGE)

The fireplace is controlled by the grey remote which is located on the wall beneath the glassware in the kitchen area.

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

To use the gas hob:

1. The cooking rings are indicated by a white dot in the square above 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. Turn the **FUNCTION** dial to choose the cooking programme you require (see image for explanation). The halo will glow white.
2. Then turn the **TEMPERATURE** dial to the desired level of heat. While the oven is heating up, the halo will glow red and the temperature indicator will alternately show the actual and set temperatures. When the oven has reached the set temperature, a long tone will sound and the halo will turn white. NB: Grill provides instant radiant heat so the halo will stay red and there will be no tone.
3. To set the **TIMER**, press the ► button once.
4. When finished cooking, turn the **FUNCTION** dial to the **OFF** position.



## MICROWAVE

1. For quick use simply place your finger on the large dial and swipe it in a clockwise direction to choose the amount of time you wish to microwave your food.
2. Then press the **START** button.

## EXTRACTOR FAN

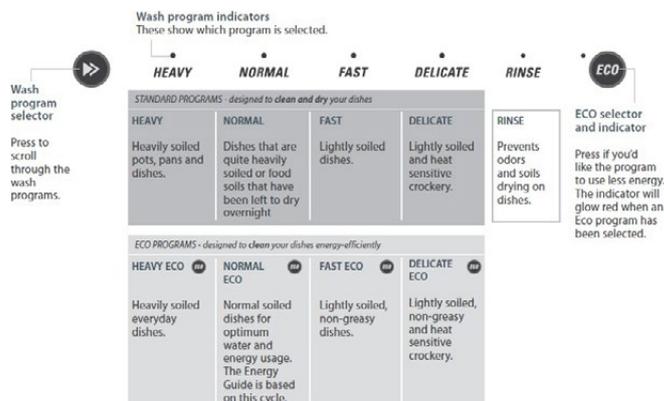
Underneath the extractor fan you will find a panel of buttons. Use **1**, **2** or **3** to turn the extractor fan on (depending on the intensity you require). To light the hob area, switch on the flashing button (far left). Turn off the extractor fan by pressing the **0** button.



## DISHWASHER

The dish drawer is located in the kitchen alcove. Detergent tablets are located in the drawer to the left of it.

1. Load your dishes into the dish drawer.
2. Place the dishwashing tablet on top of the cutlery basket.
3. Select one of the following programme options by pushing the ► button.
4. Close the drawer and press the ►► button on the front of the drawer. The cycle will start automatically but cannot be interrupted until it has finished.



## ESPRESSO MACHINE

An instruction manual for this machine is kept in the drawer under the sink in the kitchen alcove.

# 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. Turn on the **POWER** button.
2. Turn the large dial to your desired wash programme.
3. Open the drawer to the left side of the washing machine and place your powder in the compartment marked **2**. The compartment labelled  in the middle is for fabric softener.
4. Press the **START/PAUSE** button to begin the washing process.

## TUMBLE DRYER

For quick use:

1. Turn the dial clockwise (to the right) to your desired drying setting.
2. Begin the drying cycle by touching the **START/PAUSE** button.
3. Please remove lint from the filter after each drying cycle.

# HOME ENTERTAINMENT

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## TV (MEDIA ROOM)

1. To turn on the TV, press the red  button on the **SAMSUNG** remote control.
2. Open the cupboard to the right of the TV by pressing on the door. This door must be open in order to operate the **SKY** remote.
3. Use the **SKY** remote to change channels and adjust the volume.
4. To turn off the TV, press the red  button on the **SAMSUNG** remote again.
5. Do not turn off the SKY remote.



## 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

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There is a skylight window in the media room downstairs and also in the master bedroom ensuite bathroom upstairs. Please use the hook rods in each of these rooms to open and close each window. We kindly ask guests to open the window in the bathroom in particular if there is a build-up of steam.

**IMPORTANT: If it starts to rain, these windows will need to be closed manually using the hook rod.**

## CEILING FANS

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Ceiling fans in the two upstairs bedrooms can be operated by a dial on the light switch panel on the wall in each room.

## OUTDOORS

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### BBQ

1. **IMPORTANT:** Open the hood before you light the burner and ensure all control dials are turned to the **OFF** position.
2. With the cylinder valve in **OFF** position, turn one of the control dials anti-clockwise to **HIGH** until a single click is heard. Check for sparking to the burner.
3. If a spark is not evident at the burner ignition point, check that the ignition lead is firmly attached to the control and sparker tip.
4. With sparking established turned the cylinder valve **ON**.
5. Push down and turn the control dial anti-clockwise to **HIGH** again. This will light the burner. Observe if the burner has lit. If not, repeat this process.
6. If the burner fails to ignite after several attempts, turn off the gas supply at the cylinder valve and the control dial off (clockwise). Wait five minutes before attempting to relight with the ignition sequence.
7. Following a successful ignition, light the remaining burners in sequence, turn the control dials anti-clockwise to **HIGH** starting with the burner closest to the ignition burner.
8. Adjust the heat by turning each control knob to the **HIGH/LOW** position.
9. To turn the barbecue off, turn the cylinder valve to the **OFF** position, then turn the control dials on the barbecue clockwise to the **OFF** position.
10. Please place the cover of the **BBQ** on when not in use.

**For safety, please ensure all gas appliances are turned off when the property is unattended.**

### 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.**



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