

Wynd Cottage – Instructions & Advice

Your Fire Safety

Please take a moment to read this and be responsible for everyone in your group.

- **Smoking, Candles etc:** Not permitted inside the cottage.
- **Cooking:** Take care, don't leave cooking unattended.
- **Woodburning Stove:** Read the instructions. Keep fuel / combustible materials well distanced. Keep any matches / lighters safe and away from children. Don't leave it burning while out or overnight.
- **Charging phones ect:** Batteries and chargers are a fire risk. Follow manufacturers instructions, especially: Don't leave devices charging on or near fabrics and soft furnishings. Don't leave charging while unattended.
- **Doors:** Keep the kitchen, hall and stairs doors shut (*not locked*) overnight.
- **Fire Extinguishers*:** Primary use is to help you get everyone out safely, they can be used on small fires if it doesn't put you at any risk. The fire blanket in the kitchen can be used on pan/oil fires.

How you would get everyone out quickly? Think:

- **Front door - Use the night latch at night** so there's no need to find a key.
- **Slower on stairs?** First floor bedroom will be the best option to sleep in.
- **Difficult to wake up!** Make sure someone is able to alert and assist them.
- Be familiar with the **Fire Action Notice** instructions.
- **Don't waste time** getting all your belongings together.

Other Emergencies

Electrical – A fault should cause the fuse board trip, if necessary the power can be switched off or trips reset on the board in the cupboard next to sink.
GAS – If you smell gas, evacuate, leave the doors open. Turn the mains gas off at the meter next to the gate in the passageway. Call the emergency number on the meter.
Carbon Monoxide – Alarms are located in the dining room and living room, evacuate and ventilate the cottage.

Water – The stopcock is located at the left hand side of the cooker. Individual appliances are fitted with quarter turn isolation valves.

Any emergencies, please call us as soon as it's safe: Home 01246 450884, Wendy Mobile 07913 265380, Andy Mobile 07952 663223



Fire Action Notice



DO NOT TRY TO PUT THE FIRE OUT.*
Leave the room where the fire started and keep the door closed!



RAISE THE ALARM - SHOUT "FIRE!".



GET EVERYONE OUT.
Closing the door behind you, but make sure it does not lock.



WAIT OUTSIDE.
A safe distance away from the building.



CALL THE FIRE SERVICE - DIAL 999.
Provide the address :
45 Cliff Street, Whitby. YO21 3DD



NOTIFY THE OWNER.
Contact details are on the front door or on the website

Fire Safety Sign Text

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GENERAL INSTRUCTIONS

Here you should find all the appliance instructions and advice you need to make your stay as comfortable and safe as possible.

Keys, Locks etc.

If you are reading this you've at least got a set for the front door. Other full sets of keys, front and back doors, are hanging in the cupboard next to the kitchen sink where you'll also find the wash house key.

You might want to put the initial front door keys back in the key safe, so they are available if you accidentally lock yourself out. Turn the safe knob as indicated and check the safe is properly secure. We normally leave the toilet door unlocked when we are there, turn the lock handle on the inside and slide the snib latch across to hold it unlatched.

We added the night latches to both the front and back doors so you don't need to find keys in the event of an emergency. We advise you don't use the mortice locks when you are in.

FIRE SAFETY

In the interests of fire safety SMOKING and CANDLES are not permitted. The full fire risk assessment is included in the file.

Heating

The heating and hot water comes from the combi boiler in the Wash House.

The heating thermostat is in the dining room, on the wall at the side of the kitchen door. This should sense when you are in and should adjust the heating to a comfortable level (*please don't fully open the kitchen door against the wall or it might think you have gone away*)



To temporarily adjust the temperature, turn the outside clockwise - warmer, anticlockwise - cooler. (*note: the reading it gives is not quite right it reads 17 when it's really 20 degrees.*)

If the screen doesn't automatically switch on push the screen and wait for a bit, sometimes it may be doing an update lasting a few minutes, please wait a while.

The radiators upstairs are additionally controlled by thermostatic valves, you can adjust these to suit, settings II to III will normally give you comfortable temperatures.

Using the wood burning stove will stop the upstairs heating, if you leave doors open the heat will rise to compensate.

Hot Water

The hot water does take a while to run through to the Kitchen, please be patient.

Ventilation

Under normal conditions the house is ventilated by a centralised fan unit, located in the passage way. This extract from the kitchen and bathroom and feeds warmed fresh air in to the bedrooms. It works best when the windows and outer doors are shut. **Boost:** The system runs constantly for background ventilation, it will go in to boost mode when high humidity is detected. You can manual boost it for a few minutes using the button/switch in the kitchen (near the microwave).

The Cooker Hood, filters and recirculates air. (Eventually this will be linked to the ventilation boost mode). Cooking might not trigger the boost mode so to ventilate, please press the boost button.

Window Condensation

The background ventilation won't stop all window condensation when it's cold outside. Any overnight condensation usually evaporates during the day. Please feel free to open windows for while if you want to help clearing. **Stove use:** Using the stove with the doors to upstairs shut will get the downstairs so warm that excessive condensation may form on the windows overnight, this might need mopping up in the morning.

Vacuum Cleaner (s)

When and if you need it the Dyson is in the under stairs cupboard, full instructions are in the folder. Plug in, tilt back, press the power button and off you go. To steer the "ball" just twist the handle. To use the hose and attachments, flip up the cover bit on the top of the handle and pull the red bit up, the solid pipe pulls out and extends from the hose. To replace press the red button at the top of the hose and push the solid pipe back in to the pipe then push the red part back in to the top of the handle. If you need to empty it, the canister is released by pressing the red button at the top of the canister handle, the bottom of the canister drops down to empty when the same button is pressed further.

There is a Wet & Dry Cordless Vac in the sitting room cupboard, we have put it in so you can easily deal with spills and accidents. If you need to use it the full instructions are in the folder. Please make sure it's empty and dry before you put it back in the charger.

Other Cleaning Stuff

You should find bits and bobs of cleaning stuff either in the cupboard under the stairs or in the wash house. We can't guarantee what will be left available.

Bins, Recycling etc.

Green bags for Household waste, Blue for recycling. Plenty of bags kept in the cupboard under the stairs.

Please put the bags in the bin in the passage. Recycling bag can be left at the side of bin if it is full. If the Household waste bin is full, please use the "seagull proof sack" that should be next to the bin.

KITCHEN

Cooker – Press and hold the knobs for rings, hold for a few seconds so the ring stays lit. The fan oven has two knobs, one to select the "mode" and one for the temperature, you need to set both. Note: the oven has a fan for cooling that may switch on after the oven is turned off, it'll stop after a while.

Microwave – Keeping it simple, press the (start/30 seconds) button once for 30 second blast, twice for minute etc. To set a time press (microwave) button first then use the keypad, then press start.

Dishwasher- The buttons are along the top of the door. Press the power button. Use the (P) button to select P1. Close the door to start.

WASH HOUSE

Washer Dryer – A copy the operating instruction should in this file.

When using your own detergent – please ensure it is the liquid type or the type added directly to the drum.

BATHROOM

Shower – Please make sure the curtains are in the bath. The lever at the top turns on the overhead shower, the lever underneath turns on the handheld shower head.

Please be careful whilst standing and showering, the curve of the bath can unsettle your balance. A step up for the bath should be in the cupboard in the sitting room if you need it.

Towel Aired - When the heating is off you can still air towels, press the green button on the control panel.

TECHNOLOGY

Wi-Fi – The password will be with the router in the sitting room cupboard. Please note the terms of use details in the T&C's.

Televisions – The terrestrial broadcast channels is limited in Whitby to the main channels. All the TV's are connected to the Wi-Fi so you can also access a broad range of internet broadcast services. The TV's users guides are available via the remote controls. If you are into all the technology you can plug in USB sticks or cast from your devices. The Living room TV is fitted with a Blue coloured USB extension so you can plug in from the cupboard.

WOOD BURNING STOVE (Downstairs Only)

FULL INSTRUCTIONS IN THE FILE.

There are many safety and operational points to consider if you use the wood burning stove.

1. Only use well seasoned logs, or manufactured products designed for wood burning stoves.
2. Follow the detailed instructions (in the file) for your safety and the safety of the stove, flue and cottage.
3. Keep anything combustible (including logs, kindling, paper, lighters, matches, dog beds etc.) well away from the stove whilst the stove is in use.
4. The exterior of the Stove including the glass gets extremely hot. Do not use if you can't ensure everyone including pets can be kept at a safe distance.
5. Do not leave the Stove unattended whilst lit.
6. Do not try to put the Stove on a slow burn to keep it going for hours on a single load of fuel.
7. Always close the Stove door and securely latch it whilst lit (unless reloading with fuel). Never use with the door open.
8. Don't use when drunk or otherwise impaired.

IF THINGS GO WRONG – Keep the stove door shut, if possible close all the air vents, including the one at the back on the left. Dial 999 if things get out of hand.