

Cottage Manual

The aim of this manual is to provide you with basic information on the operation of appliances which you might be unfamiliar to you.

We would like you to make use of any of the facilities provided and we would like to make sure your stay is comfortable and stress-free.

Taking time to consult this manual before using the appliances not familiar to you, should resolve any issues that could appear as a problem.

If in doubt about anything to do with the cottage, we would prefer you to call or text us on the following numbers so we can resolve it for you:

Home telephone: 01527 874784

Mobile: 07846006409

If you have to leave a message, we will get back to you as soon as we are able.

Reporting problems:

Please do not delay in reporting problems with water, electricity and security of the premises. Any problem perceived to be harmful to persons or property, we will take corrective action immediately.

Electricity Supply



Turning on the supply

The electricity consumer unit is located on the kitchen wall on your left-hand side as you enter the front door. Steps are provided to reach the consumer unit. Open the front cover to expose the consumer unit and electricity meter. The consumer unit is on the right hand side. Lift the Perspex front cover and turn on the supply with the main switch on the left hand side. (The 'red' position is 'on' as shown in the photograph above).

Resetting the RCCB

If an earth fault be detected in any appliance connected to the mains sockets, the RCCB will trip and switch off the electricity supply. The faulty device must be disconnected from the mains (or the leakage fault corrected if a wiring fault). The RCCB should be reset. This is found on the extreme right of the consumer unit.

Resetting the circuit breakers

If any circuit is overloaded, the circuit breaker will trip cutting off the supply to the circuit. The relevant breaker in the consumer unit should be reset by switching it back to the 'on' position.

Electricity Meter

Please make sure to record the meter readings on the checklist when you arrive at the cottage and when you vacate the cottage.

A slight hum can be heard from the electricity meter. This is normal and nothing to worry about.

If the meter hums annoyingly loud (as it has been known to do on occasions) the loud hum has been stopped by a forceful tap of the hand on the meter. [The hum is caused by laminations inside the meter that become loose and vibrate at the 50 Hz frequency of the electricity supply.]

Water Supply



Turning on

On arrival at the cottage the water will need to be turned on. The stop-cock close to the front door in the pavement must be turned a quarter of a turn to the 'on' position.

The metal key for turning the water on is found hanging on the back of the kitchen door below the stairs.

There is also a stop tap on the wall by the front door. A slight drip of water might be noticed when the tap is turned on.

Turning off

When vacating the cottage, please ensure the water is turned off at the wall and at the stop-cock.

To ensure the water is turned off correctly, it might be best to leave the kitchen tap running slightly before turning the water off at the stop-cock. (Remember to turn off the kitchen tap if you turn off the water this way.)

Electric Shower

The electric shower has two heat ranges 'low' and 'high'. The temperature dial regulates the flow of water. The higher the number set with the dial the slower, the slower the flow of water. If the flow is reduced too much the electricity will be automatically switched off to the heating elements.

A mains isolator switch is located on the ceiling and is operated with a pull cord.

Controls:

Before switching on the shower, ensure the dial is set to mid range. The 'low' switch should be selected. The shower-head should be kept as high as possible.

Correct sequence of operation is to turn on the shower with the 'low' position selected. Turn the dial to adjust the temperature. If on the 'low' setting the water temperature is not hot enough, return the dial to mid range and then select the 'high' switch.

When turning off the shower, ensure the 'low' switch is selected, turn the temperature setting to mid range and finally turn the shower off.

In the winter the coldwater supply is at it coldest. In order to get the water temperature to an acceptable level, the 'high' setting will have to be selected and the temperature dial must be set as high as possible i.e. in the chevron region. Ensure the shower head is positioned as high as possible. If the temperature dial is set too high, the electricity supply will switch off. Note that the dial illumination switches off. When this happens, reduce the dial setting until the light turns on then re-increase the dial setting to a point just below the position where the electricity turns off. Note the dial is usually just in the chevron region.

[Tip: until the water is set to run warm and comes through to the shower head, hold a bowl under the shower head to save being showered with cold water]

If the water supply is near freezing, the shower might become unusable. Water for a flannel wash can be obtained from the water heater in kitchen.

Bathroom Hand Washer

The mains switch on the left side of the basin supplies power to the water heater and the shaver socket.

Similar to the electric shower, the main dial regulates the flow of water. As the dial is turned clock-wise (right) the flow is reduced and the water becomes hotter. Reduce the flow too much and the electricity will automatically switch off.

Turning the temperature control fully clockwise will cause the heater to switch off and the water flow to stop. The water should not be turned off in this way. Ensure the water is turned off by turning the dial fully anti-clockwise (left).

Please ensure the water outlet pipe is left hanging over the basin, and not up against the wall. This is a precaution to prevent water running along the sealant strip and on to the floor if the outlet drips.

Note: The outlet can drip slightly; this is OK. However, if the control is not turned off correctly or with not sufficient force the outlet will drip at a faster rate).

Kitchen Water Heater

The mains switch for the water heater is located to the side of the heater. The water heats up quickly. The water outlet is vented to allow the expanding water to overflow. It is normal for the water drip from water outlet whilst heating up. Ensure that the outlet is always positioned over the sink.

The water heater is thermostatically controlled, but it is advisable to turn the water heater off after use to save electricity.

Caution: The heated water will remain hot inside the heater for a period of time after the electricity supply is turned off.

Microwave Cooker

There is an operator's manual to assist you with operation of the microwave if you have difficulty setting the controls.

Multi-fuel Stove

This guide is meant for non-experienced users of a wood burning stove.

The drier the wood and the smaller the pieces, the faster the wood will burn. **Please do not overfill (especially with processed wood).** Excessive heat could damage the stove. If in doubt, start off with small amounts and increase the amount of wood when you are familiar with how the wood burns.

Seasoned logs burn slower than processed wood. Slow burning logs can be burnt in conjunction with logs cut into small pieces or with pieces of processed wood. A large log will burn slower and release heat more slowly. This is best when you do not need to provide heat quickly but would like to keep the fire going for longer without having to be in attendance so often.

The wood from trees that have been freshly cut must be stored between 6 and 9 months to dry out. Any wood we have supplied for your use will be OK.

Coal or coke can also be used in the stove.

Precautions

1. Do not to overfill the stove with wood that burns rapidly.
2. Always keep the doors on the burner closed apart from when adding fuel. Some wood during combustion can spit hot embers.
3. Do not leave the doors of the log-burner open; smoke will escape into the room.
4. Use the glove or pliers provided to open and close the door as the metal opener gets very hot. Unfortunately, the Bakelite knob has been broken off and replacements are no longer available from the manufacturer.

Lighting the fire

The ash trays might first need emptying as a fire might have been left to burn down by the previous occupants when vacating the cottage.

First lay a bed of crumpled newspaper.

On top of the paper, lay kindling wood (small pieces of fast burning wood). Please use Kindling sparingly from the supply provided.

On top of the kindling wood lay a few larger pieces of fast burning wood.

Only a small piece of fire lighter will be need to light the paper.

Light the firelighter/paper.

Close the doors of the stove.

Controlling the air supply

The two air vents on the ashtray door can be opened and closed to control to a limited extent the rate of burning.

Flue vent

The vent in the flue is presently seized in the fully open position. This is the normal operating position and therefore can be ignored.

Removing the ash

Two ash trays are located at the bottom of the stove. Again the bakelite knob has broken off. Be careful to lower the flap gently as it is quite heavy. (This is the reason for the bakelite knob being broken).

There is a small brown metal box into which the ashtrays can be emptied. If this box becomes full, please empty the ash-box at the bottom of the car-park amongst the grass.

Electric Heaters

Bathroom

The heater is operated by a pull cord. The pull-cord sequences the switch through four positions. The heater can be left in a set position and switched on/off at the isolating switch on the wall.

Switch positions:

1. Heater only
2. Heater + light
3. Light only
4. Off

Bedroom

The Flame-effect heater has three switches mounted on the left-hand side.

1. Light only
2. Low heat setting
3. High heat setting

Kitchen

Flame-effect heater:

To access the controls, open the doors and hinge down the lower panel. The heater has three switches and a thermostat setting.

The three switches are:

1. Light only
2. Low heat setting
3. High heat setting

Utility Items

Outhouse

Here you will find: -

Extra Plastic chairs, barbeque.

Garden tools etc.

Extension leads.

Outside Table and Chairs

The stone-effect table and four chairs that you will find in the cottage when you arrive are to be put on the back paved area for the duration of your stay and to be stored in the cottage when you vacate the cottage.

Bins

Green wheelie bin.

The green wheelie bin is normally kept under the Rhododendron tree. The council come to empty the bin on **Tuesdays** so if you are staying at the cottage Monday and Tuesday, then it would be appreciated if you could wheel the bin around the path to the front of the cottage on the Monday evening and return it to the garden after it has been emptied on Tuesday.

Ash Box

This is located to the right of the wood-burning stove. The ash trays can be emptied into this bin. When full, please empty the ash bin in the grass at the bottom of the car park. Please refrain from putting ash in dustbins.

On arrival place an X against anything not found satisfactory	Checklist		On departure place a tick against items checked
	Use this list to checklist to ensure the cottage has been left in good order. Your co-operation will be greatly appreciated.		
	Please record Electricity Meter Reading here on arrival.		
	Toilet is clean (toilet brush provided).		
	Bathroom sink is clean and drainer free of hair etc.(bathroom cleaning agents provided if needed)		
	Shower tray is clean and drainer free of hair etc.		
	Bathroom floor is clean.		
	Toilet paper present.		
	Crockery and Utensils washed and put back in cupboards.		
	Kitchen Sink is clean and drainer is free of debris.		
	Fridge is empty (leave fridge door ajar).		
	All personal food items taken away.		
	Kettle and teapot empty and clean.		
	Cooker is clean and all controls set to the 'off' position.		
	Transfer contents of waste-bin to wheelie-bin		
	Kitchen waste-bin fitted with new liner (liners kept under the sink).		
	Kitchen floor wiped clean. (mop and bucket kept under the stairs)		
	Sitting-room carpet vacuumed. (vacuum is kept under the stairs)		
	Settee cover neatly in place.		
	Log-burner doors are firmly closed if leaving any remaining fire to burn out.		
	Sacrificial rug is in place.		
	Ash-bucket is empty. (Empty the bucket on the waste ground at the back of the car park.)		
	Blankets are folded and put back in drawers.		
	Bedroom carpet vacuumed (include landing and stairs if necessary).		
	Teasmaid empty and clean.		
	Items from the outhouse are returned.		
	Outhouse door is locked (key returned to hook in kitchen).		
	Patio table and chairs are brought inside the cottage.		
	All windows in each room are closed and fastened shut.		
	Garden gate closed (to keep out the sheep).		
	Garden door locked.		
	Electrical appliances in each room are unplugged. (Not extension leads in bedroom).		
	Electricity turned off at the master switch on the consumer unit.		
	Water turned off at the stop-cock (in the pavement).		
	Please report breakages or anything not working here:		
	Please record Electricity Meter Reading here when vacating the cottage.		
	Front door locked with the mortise lock (in addition to the Yale lock).		
	Ensure no personal belongings are left behind.		
	Please post keys through No7 letter box and (email) mail this (scanned) form to the owners		
	Thank you for co-operating		

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