

## UPON ARRIVAL IMPORTANT INFORMATION FOR HOLIDAY GUESTS

When you arrive in Alvsbyn you should contact Berit Sundberg for the information about access. Identity must be produced prior to access arrangement release from Berit Sundberg.

Her contact details are as follows:

Berit Sundberg

Her number if calling from the UK 00 +(46) 92951098

You will be asked for a password by Berit when meeting her and she will supply the access arrangements at her house. A key deposit of 500 SK will be required.

On departure the keys must be returned opposite to Berit. The key deposit of 500 SK will then be returned.

## INSIDE THE BUILDING

Once inside the main entrance we would ask you to check and activate the following:

1. Go to lounge with fireplace in. Under the rug in the middle is a trap door . Open and remove the insulated panel. You will find in the cellar a switch which turns **on** the water supply. Turn the lever marked water 90 degrees, this opens the water supply.
2. Check the staircase and corridor smoke alarms by pushing the test button. If the sounder does not activate, please go to the kitchen top drawer near cooker . There is a supply of batteries. Please install new ones to smoke alarms and retest. If the alarms still do not sound please call me immediately. 00+(44) 1296 714883 or 00 7957 900569 for further information.
3. The Utility Room is where the boiler is. The hot water switch will be on so the flow of hot water is continuous. The electric boiler has a switch on for the heating. If you arrive in Winter time then the heating will be on. See plan in Utility for switching on the heating system.
4. There is a washing machine in the Utility Room. Turn the water tap on to release the flow of water. See marked up card for the switch. The red dot on the dial is the rapid wash mode of 1 hour. The tablets powder are in the cupboard opposite. If there are none there in the cupboard then these are available in the local supermarket. When you leave please turn the washing machine water supply off. A written guide with diagrams will be left on top of the wall cupboard.
5. If the water does not flow when you have turned the water on (particularly in winter there may be a temporary freeze of the pipe cold water supply) there is a pipe heater switch on the left hand door jamb of the Utility room. Turn 90 degrees and leave on for ten minutes with the Utility sink tap open. Water should start to flow, once the water starts to flow then turn off the heater switch by reversing the 90 degree switch.
6. The Kitchen is fully equipped with utensils, glassware, condiments, fridge, freezer dishwasher and microwave. The power sockets for the fridge and freezer are in the overheadpanels. Please activate them on arrival,so that they are in the "ON" position. When you leave, please can you turn off the fridge and freezer and leave the doors ajar to avoid blackening the interiors. Above the fridge / freezer there are two sockets. Make sure they are

secured as they can fall behind the back of the fridges. The dishwasher has a switch above the machine which activates the water supply this will be in the off Position on arrival. Please switch off when leaving. The dish washer has a supply of tablets in the Utility room cupboard. If there are none there in the cupboard then these are available in the local supermarket.

7. In winter time when you arrive there will be a light on in the kitchen and in the lounge, please make sure that these two lamps are left on when you leave.

8. The fire in the lounge is heated by logs. There is a supply of logs in the woodshed building near the BBQ pit. The fire is very efficient and does not need many logs on to create a warm atmosphere. When lit, keep the fire doors closed so that smoke does not escape into the room. On departure ensure that the fire is completely out and the doors are closed.

9. The workstations (3) on the first floor have the benefit of a wireless internet system. There is one laptop there for use with no password requirements. The printer is loaded with paper and is linked to the laptop. There is a Skype internet Phone on the laptop for use. Please top up the account for the next person arriving.

10. The lounge has a LCD flat screen television for use for dvd applications. There is also a Music system in the lounge, and in the lobby corridor.

11. The cupboards in the entrance lobby are where all the linen is kept. Please keep the colour codes as per the rooms as you find them when changing your linen. Towels are available. Please put all your dirty linen in the baskets provided in the Utility room. There is a spare set of linen and towels per room.

12. The rubbish collection day is -----

## **UPON DEPARTURE IMPORTANT INFORMATION FOR HOLIDAY GUESTS**

1. Go to lounge with fireplace in. Under the rug in the middle is a trap door . Open and remove the insulated panel. You will find in the cellar a switch which turned on the water supply when you arrived. Turn the lever marked water 90 degrees, this **closes** the water supply. Leave the light on in the cellar , reseal the insulated panel, and place the trap door in closed position with the rug above ready for use.

2. Turn all electrical appliances off and remove switches from sockets. **LEAVE INTERNET AND PHONE SWITCHES ON AT ALL TIMES.** Open fridge freezer doors and leave ajar. One exception to the above is the switch inside the cupboard above the extractor fan in the kitchen. This should be left on at all times , as it is the humidifier control switch for the entire building. The second exception to this is number 3 below.

3. **LEAVE ON THE KITCHEN LAMP and the LOUNGE LAMP. Winter only.**

4. **LEAVE HEATING ON IN AUTUMN / WINTER / SPRING from OCTOBER 1 through to -MAY 1**

5. Make sure locks, padlocks and latches in Utility room are locked.

6. Make sure front access door is locked and the padlocks are locked.
7. Make sure all rubbish is taken to the central control point in Alvsbyn.
8. Take the keys back and you will get your Deposit of 500SK returned.
9. Place the blinds to closed position and windows all closed. Leave vertical permanent vents in open position.