**DRAFT in progress**

**Local emergency numbers (can be dialed from house phone)**

**Medical: dial 15 (“SAMU”)**

**Police: dial 17**

**Firefighters: dial 18 (Pompiers)**

**General Europe Emergencies: dial 112**

**Index**

Cleaning Supplies page 2

Coffee Maker page 2

Dryer page 2

Electricity page 2

Fire Extinguishers page 2

Flashlights page 2

Gas page 3

Hammock page 3

Heaters page 3

Internet see Wifi

Keys page 4

Laundry page 4

Lights (Indoor) page 4

Lights (Outdoor) page 5

Manuals page 5

Music/Radio page 5

Sheets page 5

Sofa Bed page 5

Stove page 6

Terrace page 7

Tools page 7

Towels/Towel Warmer page 7

Wifi page 7

Wine page 7

Wood/Woodstove page 8

**Cleaning Supplies**

Some in the kitchen, lots in the bathroom (in multiple places in the bathroom).

**Coffee Maker**

The manual and filters for the coffee machine are in the drawer just under where the coffee machine sits (top drawer to the left of the kitchen sink).

**Washer/Dryer**

There is a spigot behind the washer dryer, which is located in the bathroom. Turn to the left to open the flow of water to the washing machine.

The washer is the one on the bottom. There is a small on/off power button under the main knob. Press it to power the washer on first. It is then straightforward to operate, with one caveat: the default wash times are often very long cycles, depending on which you choose. You can reduce the time by pressing the down button labeled Time Manager. For example, if the wash cycle shows an hour and a half on the little screen, but you are in a hurry and want just an hour of wash time, you can reduce the wash cycle to an hour by pressing the down arrow labeled Time Manager. Then you can press start (which may be labeled “depart”).

The dryer is like an American dryer, lint tray and all, except for one thing. As is very normal in France, there is a water container in the upper left of the dryer that you have to empty. Just pull it out and empty it into the sink or bathtub before you start the dryer.

There is also a clothesline out in the orchard.

**Electricity**

The electricity is always on because of the fridge and the wifi. Occasionally during heavy use (e.g. when multiple space heaters are on), the electricity could go out. If that happens, it’s easy to put back on. Go out to the far end of the house (nearest the street) with a flashlight and the padlock key. Just inside that door that is right by the road, you will see the electricity box on your right. The button will have popped out. Press it back in.

In case of emergency, the electrician is Alexandre Bretiniere and his mobile is 06.88.46.69.26. (From an American cell phone dial 011 33 6 88 46 69 26.) He does not really speak English but if you can say something like “probleme” “electricitay” and my address, he will get the drift. He lives very nearby. You can always call me too and I can reach him.

**Fire Extinguishers**

There is one in the middle mezzanine upstairs, and one by the foot of the stairs downstairs.

**Flashlights**

I keep several around, including one at the top of the stairs and one inside by the front door on the kitchen island. Please just try to put them back where you find them.

**Gas**

If you aren’t going to cook, you don’t care about the gas and it should remain off. But if you are going to cook, the stovetop and the left oven are powered by gas and you need to turn it on.

The low white cabinet just to the left of the stove has the gas bottle inside. Before you cook for the first time, you need to turn on the connection from the bottle to the stove. Towards the back side of the lid on the gas bottle, there is a small black switch. It does not move up or down, left or right. You rotate it as you would turn a key, but gently and just 180 degrees. You may need a little flashlight to see around the top of the gas bottle and make sure you find it – if the red side is up, the gas is on, and if the green side is up, the gas is off.

Eventually the gas in the bottle empties and you will need to change it out. All this requires is lifting the lid (which is attached to the hose) off the top of the gas bottle.

* Make sure the gas is off first (see above).
* Then squeeze in on the two lid buttons at the same time (the one you used to turn the gas off, and the one opposite it on the lid). Squeeze them in simultaneously and lift the top straight off.
* Then with the lid/hose now disconnected, you will be able to remove the empty bottle from the cabinet.
* Now for the new full bottle. I always keep a full bottle behind the garbage can in the kitchen. Set it down in the cabinet where the old one was, and replace the lid/hose by simply placing the lid/hose combination on top of the bottle, and press down until it clicks. No need to squeeze the buttons this time – just push the lid down until it clicks on. Make sure it seems secure, and then you can turn the gas back on.
* You may need to encourage gas flow from the new bottle by pressing on the green button once or twice.

If at any time you smell an odor of gas, do NOT turn the gas back on. If it is on, turn it off immediately. Open windows. Do not light the woodstove or any candles until you’re 100% sure there is no gas leak. You can call the electrician (see Electricity) or the firefighters by dialing 18 from the house phone.

**Hammock**

It’s kept in the barn (side facing away from the house) in a green bag. The hooks are always on the trees, so you just take it out and attach it to the hooks that are already there. It looks like it hangs high, but it’s not as high as it seems. I recommend you put the pillow on the side closer to the house, to minimize the chance you get hit on the head by a falling pear.

**Heaters**

There is a space heater in each upstairs bedroom. There are two others that are usually downstairs somewhere. Heat rises during the day so you’re unlikely to need the upstairs ones much. Please unplug them when you go out, especially the upstairs ones, to reduce both cost and fire hazard. FYI the curtain between the main living room and the den is very thermal.

**Keys/Lockbox**

If you don’t have a key, you will find one in the lockbox. There are actually two; the top lock is the daily one for which I have multiple **keys**; the lower one (older of the two keys) is really just for opening and closing the house – I use it only when I am gone for a prolonged period.

I will give you the code to the lockbox if needed.

The daily key mentioned above opens the front door, terrace door, and inner glass door in the den (all three main doors).

The two outer “barn doors” on the house are opened with the same padlock key.

The cellar has its own key (big ancient kind) and the mailbox across the street has a little key.

One copy of all keys is inside in the wooden box by the front door labeled “Tresses.”

**Laundry**

There is a spigot behind the washer/dryer, which is located in the bathroom. Turn to the left to open the flow of water to the washing machine.

The washer is the one on the bottom. There is a small on/off power button under the main knob. Press it to power the washer on first. It is then straightforward to operate, with one caveat: the default wash times are often very long cycles, depending on which you choose. You can reduce the time by pressing the down button labeled Time Manager. For example, if the wash cycle shows an hour and a half on the little screen, but you are in a hurry and want just an hour of wash time, you can reduce the wash cycle to an hour by pressing the down arrow labeled Time Manager. Then you can press start (which may be labeled “depart”).

The dryer is like an American dryer, lint tray and all, except for one thing. As is very normal in France, there is a water container in the upper left of the dryer that you have to empty. Just pull it out and empty it into the sink or bathtub before you start the dryer.

There is also a clothesline out in the orchard.

**Lights (Indoor)**

There are three overhead lights in the main room: one to the left of the front door if you’re facing it, one against the wall on a cord next to the kitchen island, and one by the kitchen sink. There is an overhead light in the “den.” There is an overhead light for the upstairs stairwell with two switches: one right at the foot of the stairs, and one partially hidden on the right side of the blue wardrobe in the mezzanine upstairs. Other lights should be obvious. There are lightbulbs in various places including under the kitchen window cabinet.

**Lights (Outdoor)**

Besides the little solar lights by the barn in the grass, there are two exterior lights, one on each side of the house. On the driveway (north) side, the light is above the middle door (which is the exterior barn door for the den); the switch is right there on the outside of the house to the left of that door, and can also be reached from the front porch if you lean over the railing to your right as you face the house.

There is a light over the terrace. The switch is not attached to the wall; it’s inside the vase that sits on the cupboard just inside the terrace door where the plates and silverware are kept.

I’ve never left either of these lights on overnight as they may disturb the neighbors. There is also a street light that is controlled by the village – that is sufficient for overnight.

**Manuals**

With the exception of the coffee maker (see Coffee Maker), all manuals are at the top of the bathroom stairs in the white cabinet up to your right. Use care when opening as the cabinet is not attached to anything.

**Music/Radio**

There is a Bose speaker next to one of the sofas that you can use with your iphone (or the one that’s there). There is also a radio/CD player in the window cupboard behind the other sofa.

**Sheets**

There are four beds: the main upstairs bedroom, the second upstairs bedroom, the single bed in between the two upstairs bedrooms, and the sofabed in the “den” downstairs. Each bed is a different size, so to avoid confusion, I keep the sheets (and pillows, and comforter) for each bed in the room they actually belong to:

* Master: white sheets (in the blue storage bin in the master bedroom)
* Second bedroom: multicolored sheets (in the dresser in the second bedroom)
* Single bed: brown/tan sheets (in the blue wardrobe in the upstairs mezzanine next to the bed AND in the plastic crate at the foot of the bed)
* Downstairs “den”: green sheets (in the dark brown wardrobe in the den – pillows are actually inside the sofa bed when you first start to pull it out, which you do by pulling the top of the back of the sofa towards you, NOT by pulling out the bottom cushion).

**Sofa Bed**

In the den. You hold the top of the back seat cushions and pull towards you (not the back of the bottom seat cushion as with most American sofa beds.

**Stove**

If there is anything I care about in the house, it’s probably in the kitchen. The stove is number one on the list. Please take great care not to scratch, dent, or break it.

There is a detailed stove manual (see Manuals). The right oven is electric and the left oven is gas. The burners are all gas. See section on Gas.

Essentially, for the burners, you press the knob in for the burner you want, and turn it gently to the left a quarter turn with your right hand, at the same time as you press in and release the button on the front left of the stove with your left hand to ignite the flame.

In other words, you release the ignition button on the left immediately (that one you just press and release), but don’t let go of the knob with your right hand – keep that pressed in a few seconds after you’ve pushed and released the little ignition button. Then let go slowly of the burner knob your right hand has been holding in, and adjust the flame very gently. If the flame goes out, you let go too quickly of the knob with your right hand.

These stoves are extremely sensitive, but once you have the hang of lighting it, it’s very easy. But they are powerful stoves too, so watch your food carefully.

When the stove gas is on for the first time, the burners on the left may light sooner than the burners on the right. It just takes time and use for the gas to reach all four burners equally from the gas bottle. I have not once used a match – it’s just getting the trick of turning the burner knob to the left and holding it gently down, pushing and releasing the ignition button on the left, and then slowly and gradually releasing the burner knob.

Cleaning the stove should be done with mild soap and a damp dishtowel or sponge (not paper towels, not windex or other chemicals).

The simmer plate, which is a four pronged attachment, should be used only on the two left burners (if you use it).

*It helps to look at little Youtube videos and at Lacanche’s website before you cook.*

**Terrace/Terrace Door**

The terrace has an open woodstove/grill – obviously just do not leave any fires unattended as sparks could easily catch the deck or the grass. Make sure coals or wood are 100% cool and extinguished before leaving it unsupervised.

The terrace door locks by pulling the handle all the way up vertically to the left while turning the key (then release).

There is a light over the terrace. The switch is not attached to the wall; it’s inside the vase that sits on the cupboard just inside the terrace door where the plates and silverware are kept.

**Tools**

I have a couple of toolboxes to the right of the woodstove in the living room. There are a few tools in the cellar, and a few other places around, including possibly in the built-in window cabinet in the kitchen.

**Towels/Towel Warmer**

Towels are all in the bathroom in plastic crates.

The towel warmer has a white remote control that hangs to the left of the bathroom sink on the wall. It both warms and lightly dries towels, and warms the bathroom. When on vacation mode, which is how you will find it and how you should leave it, the remote control has a little suitcase on the screen. But while you’re staying in the house, you can adjust the temperature using the settings button. The manual is located with the other manuals (see Manuals).

**Wifi**

There is only one network that will pop up on your device as an option at my house. The password is on the back of the unit, which sits up high on a cupboard in the kitchen near the bathroom door.

Know that while there is plenty of data for ordinary use by a couple of people for a week, or maybe even more, go much beyond that and you may hit the limit of what I pay each month. In this case, I *should* get an email saying I am near the limit. If that happens and I know you’ll be in the house a while longer, I’m happy to log in and re-up for you – usually 19 euros additional buys you enough more data to last for your stay, unless you want to watch videos.

**Wine**

I have wine in the cellar and some in the kitchen. The wine in the cellar is marked with tags indicating 1, 2, or 3 euro signs. I don’t mind you drinking any of it – just keep in mind that particularly the 3 euro bottles are more expensive and in some cases may be unique, so if you drink it, please replace it with the exact bottle (if possible) or a really good similar one! I haven’t gotten around to marking the wine in the kitchen yet.

**Wood/Woodstove**

I put the link to the instructions on the website. In a nutshell, the two sliding switches on the left of the woodstove control the airflow. Left is closed, right is open. The top one should be right (open) to start a fire because that is essentially the flue; the bottom one usually starts open and then you slide it to the middle or play with it to control air flow around the bottom of the fire. The glass door is supposed to remain closed.

No duraflames in the woodstove. There is kindling and wood in the barn, or in the forest behind the house if you know what you’re doing. Wood can also be delivered; you pay upon delivery. Ask me if you’d like me to place the order for you.