

# Riverfront Cottage

## Guest Guide

# Welcome to Our Cottage

## 409B Riverfront Blvd., Bend, Oregon

Welcome guest, to our 2<sup>nd</sup> home. Use and enjoy it as if it were your own. There is food in the refrigerator and cabinets, booze over the microwave, beer and wine in the fridge, and lots of toys. Use anything you want except our tooth brushes and tell us when something is out so we can replace it. No smoking and no pets please.

### 1. Summary

Please treat this as your own home. Let us know if something is missing or needs fixing and please leave everything in the same condition and location as you found it.

#### Directions

At the North end of town on Hwy 97:

- \* Take the parkway/expressway (the sign says Mt. Bachelor). If on Hwy 26 from Sisters, wait until you see a sign for Parkway/Klamath Falls/Mt. Bachelor.
- \* Take exit 138 onto Colorado Ave. (a sign will say Mt. Bachelor or Cascade Highway) and go right.
- \* Go about 1 mile, right on Broadway, immediately left on Carlton, which turns and becomes Riverside.
- \* Left on Gilchrist (the first left) to Riverfront and go right to #409B (in back).

From downtown Bend on Wall Street, go right at Franklin street which becomes Riverside along Drake Park and the Deschutes River. Right at the stop sign on Tumalo, take the first left onto Riverfront.

#### Arrival

Unlock the entry door. If the alarm is on, turn it off by entering the four-digit code on the numeric keypad inside and right of the entry. If it's dark, flip the second switch to the right of the entry door for the hallway lights.

#### Departure

Put the trash in the garbage can behind the front/rental house, and set it on the curb if leaving on Sunday. Replace the sheets and make the beds, and clean the house per the checklist unless you hired Kara to do so. If you adjusted the thermostat and the upper right corner of the LCD display says "Hold", open the thermostat door and push the <Hold> button to return to the pre-set program. Turn off the lights (except the entry light, which is photocell and motion detector controlled). Close the door when inside, and after all three green lights and no red lights are on, press the 9 (All On) alarm button. Exit and lock the door. Drive safely.

#### Features

- \* Barbeque w/charcoal under the firewood cover.
- \* Beds: three (queen in bedroom, double in loft, double on pull-out sofa).
- \* Birding (bird book & binoculars by couch, pass to the High Desert Museum in dresser to right of bed)
- \* Deck w/table, umbrella and six deck chairs
- \* Emergency kits for hiking, backpacking, or cross-country skiing
- \* Fireplace w/wood
- \* Fishing (you need a license; \$20 at G.I. Joe's); spinning rod and trout lures in the attic.
- \* Hiking and running
- \* Hot tub (please don't hot tub nude during broad daylight)
- \* Ice skating in winter (call Inn of the 7<sup>th</sup> Mountain)
- \* Kayaks (three), one two-person inflatable kayak, two air mattress floats
- \* Mountain bikes (2) and two 'beach' bikes
- \* Picnic basket, extra table leafs, and other items in attic
- \* Reading (personal library in bedroom) and public library pass (in dresser to right of bed).
- \* Restaurant, bar, and coffee house guide
- \* Skiing – downhill & cross-country (1 pair x-country skis, sled & snow disks in attic, Sno-Park pass in dresser

- \* Stereo/Tv/Home Entertainment Center – plays CDs, DVDs, AM/FM radio, cassettes, and Tv
- \* Tv for NBC and OPB, plus videos (in bedroom) and DVD's at nearby rental

## **2. Location – How to Get There**

From the North, coming in on Hwy 97, take the parkway/expressway entrance (at the Mtn. View shopping center). The sign may say Klamath Falls, Cascade Highway, and/or Mt. Bachelor. Follow the parkway/expressway past downtown (on your right) to exit 138 and Colorado Avenue (a sign will say Mt. Bachelor or Cascade Highway). If coming in on Hwy 26 from Sisters, continue down Hwy 97 until you see a sign for Parkway/Klamath Falls/Mt. Bachelor; enter and continue down to exit 138.

Go right on Colorado to Broadway, which is past Bond Street (a sign there points to downtown) and past a spa and outdoor store on your right.

Go right on Broadway, go left at the first street (Carlton) which turns and becomes Riverside, go left at the next street (Gilchrist) to Riverfront and then go right on Riverfront to #409 B (which is in the back of #409). Turn in the driveway and park next to the cottage.

Alternately, from the North on Hwy 97, go to downtown Bend. You should end up on Wall Street; go through downtown to Franklin Street and take a right. Franklin becomes Riverside as it follows Drake Park and the Deschutes River on your right. Continue to the stop sign at Tumalo. Go right on Tumalo and go left at the first street just before the bridge, which is Riverfront. Go down to #409B.

## **3. Access – Keys, Alarm, and Deck Furniture**

### Keys

You should have received a house key before leaving Portland. If lost, call us at 503-519-3444 (or 1-800-929-1009 during working hours) for the location of the hidden key. An extra house key for your use in Bend is in the lower bathroom vanity drawer (with keys for the hot tub and rental house).

### Alarm

When entering the house the first time, immediately go to the security alarm control box to your left and enter the four-digit security number provided to you. The alarm will turn off. Leave it off while you're here; just lock the door if you're away for long.

When leaving for home:

1. First, close all of the doors when inside. The red lights will go off and all three green lights go on.
2. Next, press the number 9 key (also labeled <All On> above). The red lights will come on and the red "On" light will flash.
3. Go outside and close the door.
4. Lock the door. The system will be armed in a few moments. If you need to go back in, follow the initial procedure above.

If the alarm accidentally goes off, it will sound for 5 minutes and turn itself off – unless you enter the code numbers, in which case it will stop immediately.

To turn on the door alarms, but not the motion sensor in the living room – so that you can move around – press the number 0 key (also labeled <Part On>). The alarm will sound if someone opens the doors without turning off the alarm.

### Shoes

Please remove your shoes upon entering. The driveway is very abrasive pumice, which tracks into the house and will damage the hardwood floors.

### Security Light

The outside lights at the driveway and entry door are controlled by a photocell/motion-detector and is always on for security and for convenience when arriving or leaving at night. The first switch in the hallway controls them. The switch should be on when you arrive, so that the lights turn on when you arrive at night. For manual override, if you want them to stay on at night instead of only when there is motion, flip the switch off for one second and then back on. To revert back to the motion detector, flip the switch off for 12 seconds and then back on. If you change it, please revert to the motion detector mode and leave it on when you leave. You can turn off the lights when using the hot tub at night; our next door neighbor, Rosalie aka 'the Wicked Witch of the West', may turn on her porch light to annoy you, ask her politely to turn it off (good luck).

The outside lights over the deck are controlled by a dimmer switch next to the French doors.

### Parking

The tenant in the front house is supposed to park on the brick patio in front or on the street; if their car is in the way, ask them to move it.

### Deck Furniture

If the deck table, chairs and umbrella are covered with the brown canvas cover, unlock the cable around the base of the table (the combination is 1-2-3), remove the cover, and erect the umbrella (you must use the umbrella stand, or the wind could break the table).

### Crawl Space

The combination is 1-2-3-4. The following items are stored there:

- \* One white water kayaks with paddles and life jackets (two are under the rental house deck)
- \* One inflatable two-person kayak (currently has a leak in the floor)
- \* Extension ladder.
- \* Plastic basket with gardening tools.
- \* Shovels, rake, hoe, etc.
- \* Lawn mower

### Bicycles

The combination to the mountain bike lock is 1-2-3-4 – corresponding with the small numbers on the lock case. Our four bikes are temporarily in the shed next door at Gerry's.

### Fire Extinguisher

On the wall by the bedroom door.

## **4. Heating and Cooling**

Heating is provided by the gas furnace under the floor, the fireplace, and the electric heater in the bathroom (don't leave on at night with the bathroom door open).

### Thermostat Settings

The thermostat is to the right of the security alarm control box. The house is normally set to 50° during the week as noted on the right of the thermostat display window (the left is the current temperature/time). On weekends, it is set for:

- \* 65° from 5pm to 11pm Friday

- \* 60° from 11pm Friday to 10am Saturday
- \* 70° from 7am to 10am Saturday
- \* 65° from 10am to 5pm Saturday
- \* 70° from 5pm to 11pm Saturday
- \* 60° from 11pm Saturday to 7am Sunday
- \* 70° from 7am to 10am Sunday
- \* 65° from 10am to 11pm Sunday
- \* 50° from 11pm Sunday through the next week

#### To Over-Ride the Thermostat Program

You can leave the thermostat unchanged, or you can override it by pressing the <Up> or <Down> buttons until it is at the temperature you want. The furnace will kick in and maintain that temperature, but will go back to the program at the next change. If you first lift the thermostat door and press the <Hold> button, and then set the temperature, it will display the word "Hold" and stay at the temperature you have set – until you press <Hold> again. Some may want to override it to 68° or 70° for their entire stay; others will want to turn it down at night.

When leaving, if you've pressed the hold button, press it again to let the automatic setting take over (the screen should no longer say "Hold"). Or, push the <Down> button until the temperature is set at 50°.

We generally leave the bathroom door closed at night, so that the bathroom stays warm. Or, you can turn on the thermostat-controlled electric heater if it's too cold; but please don't leave the bathroom door open all night and the electric heater running.

#### Troubleshooting the Furnace

- \* No Heat: (1) check thermostat setting, (2) check circuit breaker in hallway electrical panel, (3) go into the crawl space and close blower access door, if it is open, (4) turn power on-off-on-off twice within 30 seconds, and (5) call furnace company (Cascade Heating) at 382-8483 if all else fails.
- \* Cold Air Blowing more than Five Minutes: (1) verify return air register on hallway floor isn't blocked, (2) go into crawl space to remove and clean filter, (3) go into crawl space and disconnect condensate line, or (4) call furnace company (Cascade Heating) at 382-8483 if all else fails.
- \* Unusual Noise from Furnace: call furnace company.

#### Furnace Maintenance

See Section 15 below.

#### Destratifier for Winter Use

The center device hanging from the living room ceiling that looks like a mushroom is a destratifier. It pushes a small column of air slowly down to the floor to even out the temperature from the ceiling peak to floor. This saves energy and makes the loft more comfortable for sleeping. The controls are to the right of the French doors (3<sup>rd</sup> switch to right) and are currently mis-wired; leave it at 'H' in the winter when the furnace or fireplace are running. You can turn it off when not using the heat.

In the spring, you must switch from the destratifier to the paddle fan and back to the destratifier in the fall. To do so you: (1) must first turn off the destratifier at the control switch to the right of the French doors, (2) then, stand on the stool (if necessary) and use the wood rod from behind the toilet to catch the small ring hanging down from the base of the fan on a mono-filament line and pull it down to switch from the destratifier to the fan (or back again), (3) turn on the paddle fan at the controls and set it at the desired speed. <<NOTE: THE RING AND LINE ARE NOT YET HOOKED UP AND THE DESTRATIFIER NEEDS TO BE ADJUSTED AS IT IS TOO NOISY>>

#### Ventilation and Fan for Summer Cooling

Most of the windows are double-hung. When it's hot and there's no wind, open both the top and bottom and the slight temperature differential will create a small draft and draw in cooler air. All of the windows have screens, and we will be installing a screen door for the French doors in the future.

Open the small, octagonal windows at the gable ends. The south one is easily opened from the loft. To open the north one, stand on the small stool and use the wood rod from behind the toilet to open it. Practice with the rod on the south window to learn how it works.

To run the paddle fan (after you have switched from the destratifier), use the controls to the right of the french doors.

In the fall, you must switch from the paddle fan to the destratifier. To do so, (1) first, you must turn off the paddle fan, (2) then, stand on the stool (if necessary, add an extension to the wood rod) and use the wood rod from behind the toilet to catch the small ring hanging down from the base of the fan on a mono-filament line and pull it to switch from the destratifier to the fan (or back again), and (3) turn on the destratifier.

## 5. Fireplace

Firewood logs are by the deck; replace the canvas cover and secure w/bungee cord when through. Please save the 2x lumber for making kindling to start fires. The shorter wood is for the chiminea. A splitting axe (and wedges) is under the deck by the woodpile or in the crawl space on West (river) side of the house if you need smaller logs (the combination is 1-9-6-0).

### Kindling and Paper

Kindling is in the copper tub. Use the hatchet on lumber (or the splitting axe on logs) to make more kindling. Do not split kindling on the hearth tile; the tile may crack. Take the small chopping block and hatchet out on the deck or use the chopping block by the woodpile.

### Caution – Open the Damper

**Be sure to open the damper before starting a fire.**

Reach into the firebox, up above, and push the lever from the left to the right. It should swing free.

### Outside Air

Push the lever (at the lower left face of the firebox inside the glass doors) to the right and down to open the outside air. Closing the outside air (push up and left) when finished burning reduces heat loss but isn't essential.

### Building a Fire

Crumple up old newspaper and put under and over grate. Add several layers of criss-crossed kindling and then two or three logs. If its real cold, place a loose sheet of newspaper on top of the logs and light it first to force the cold air up the chimney and avoid smoke in the house.

### Lighting and Operating

After confirming the damper is open, first light the paper on top, let it burn for a moment to heat the flue, then light the paper under the wood, and close the glass doors to create a better draft.

Wait until the wood is burning well before adding more logs. Please don't burn more kindling, if the wood is burning well.

You can leave the glass doors open after the fire is going, but always close the screen.

### When Finished

Close the glass doors and let the fire die. You can turn off the outside air (push up and left). Don't close the damper until the fire is completely dead (sprinkle a little water on it to confirm). Also don't empty the ashes, we will the next time we're there.

## 6. Hot Tub

The basic rules are:

- \* Don't sit on the cover.
- \* Don't allow children to have unsupervised access – close cover and lock.
- \* Don't use the hot tub if you've taken drugs or alcohol and feel sleepy.
- \* Don't use the tub for more than 10 minutes if you're pregnant or may be pregnant.
- \* Don't hot tub nude during broad daylight.
- \* Don't pee in the tub.
- \* Do enjoy yourself.

### Lock

The hot tub is normally locked when no one is here. The black plastic key is in the lower drawer of the bathroom vanity. Please lock it when you leave for safety.

### Testing

The hot tub is tested each week for the correct chemical balance. If you are concerned and familiar with hot tubs, you can use the test and chemical kit (currently under the blue recycling tub next to the woodpile). For details, see Section 15.b.

### Temperature Control

The standard hot tub temperature is 102°. Do not go above 104°. Press the <+> or <-> buttons to see the set temperature; press either button again to raise or lower the set temperature. After a 10-minute timer delay, the heater and low-speed/heating jets will activate until the water reaches a higher temperature. When the water temperature drops more than 3° below the set temperature, the heater and jets will kick on again.

### Hydromassage Jets

The tub heats whenever the temperature falls 3° below the set temperature. The low-speed/heating jets, will automatically kick on and run until reaching the set temperature.

To run the low speed jets continuously, press the <Jet> button once. Push the <Jet> button again to activate the high speed jets and push it a third time to turn off the jets. The Jet light will be on whenever the Jet feature is activated and will be off when you revert to maintenance mode. The heater will not operate with the high-speed jets on; if the temperature drops too low for comfort when running the high-speed jets, turn off the high-speed jets and the heater will kick in after 10 minutes.

The Comfort Control dial controls the amount of air mixed with the jets. Adjust it to your comfort level and turn it down to “Minimum” before leaving the tub.

The high-speed jets will automatically turn off after two hours and the lights will automatically turn off after 6 hours, if you forget to turn them off.

### Lights

Press the <Light> button to turn on the underwater lights and press it again to turn off the lights. Snap-on red and blue filters are in the testing/chemical kit.

### Circulation Cycle LED

You don't need to use this; it is needed only when the ambient temperature is higher than the water temperature for an extended period of time – which shouldn't happen in Bend.

### Vacuumping Debris, Testing, and Maintenance

The Grit Gitter is under the filter lid. Squeeze it and release to suck grit off the bottom of the tub, or even floating debris. When done, rotate the bulb counter-clockwise 15°, pull off the bulb, dump the grit

onto the gravel base around the hot tub, and rinse off the screen if it's dirty. See Section 15.b for details on testing and maintenance.

#### Neighbor's Flood Light

If our neighbor to the north turns on her back porch light, just call and ask her to turn it off. Her name is Gerry Panos; her number is 312-8288.

## **7. Other Toys and Things**

### Art

The ceramic sculpture on top of the inglenook/mini-closet is "Sea Rose" by Karen Kargianis (please don't touch it). The bedroom painting is "Sutra" by Michael Murphy and the hallway painting is "Dining and Dancing" by Anne Marie Grgich.

### Attic

Access the attic through the loft, by pushing the futon back and opening the left door on the east wall with the leather pull. A light switch is just inside on the right side. The following items are stored: cross country skis and boots, life jackets, spinning rod and trout lures, four rubber air mattresses used for floating down the river, a two-person inflatable kayak (if not under the cottage), an inflation pump, ice chest, two leaves for the dining room table, some tools (a Skill saw), packing materials, and (in the winter) the window screens, umbrella, and sometimes the deck table and chairs.

The attic also has the paint for touch up inside and outside the cottage, Xmas stuff, packaging material, wrapping paper, etc.

### Barbeque

Small barbeque by deck next to firewood. Charcoal under firewood cover; lighter fluid or chimney starter (place 2 ½ sheets of crumpled newspaper (no more) in lower chamber, place on the grate and pour charcoal into top chamber, light the paper, wait 15 minutes for hot coals, and dump into the barbeque.

### Bikes

Two mountain bikes and two old beaters in shed next door (combination is 1-2-3-4). Three helmets are in the bedroom closet.

### Bird Feeders

The bird feeders are on the river side of the house. You may need the step stool to remove them from the hooks for re-filling:

- \* Sunflower seeds for the clear plastic tube feeder are in a metal cookie tin under the house (lock combination is 1-2-3-4).
- \* Millet, to be spread on the bottom of the tube feeder and scattered on the ground under the spruce tree by the river, is in a sack in the lower right kitchen cabinet (or under the house).
- \* Suet, for the wire basket, is in the lower right kitchen cabinet (or under the house). See Section 8, Bird Feeding, for more information.
- \* You can feed the ducks, geese, and swans on the lawn or water, but don't do so on our neighbor, Rosalie's, property as she doesn't like them pooping on her lawn. Next to the spruce tree would be best. Contrary to what she says, it is legal to feed them (the Parks Department recommends against it as bread isn't their natural diet, it tends to make them fat, and they tend to stay in the city and poop on the grass). She may get fussy about it; please be polite with her.
- \* Hummingbird syrup must be changed at least weekly (preferably every 2-3 days or more often in hot weather) as it spoils easily. To change:
  - Remove the feeder from the support, throw away the old syrup, pull up the red plastic cover, and wash out with hot water (or use the dishwasher).

- Take the pre-mixed syrup 'ice cubes' from the marked plastic bag in the freezer and place in the feeder trough, replace the red plastic cover, fill the center 'center cup' with water if ants are a problem, re-hang the feeder, and wait for the ice to melt (or melt them on the stove). To make more syrup if out of 'ice cubes', mix 4 cups water and 1 cup sugar (do not use honey, food coloring, or extra sugar). Bring the mixture to a boil and set aside to cool. Fill the feeder with luke warm syrup and make 'ice cubes' with the rest.

### Books and Magazines

On the plate rail in the bedroom and in the coffee table/chest.

### Business

The nearest Mail Box Etc. office is at 86 Century Drive (14<sup>th</sup> on the way to Mt. Bachelor). Their fax number is 541-388-0218. They are open 8:30am – 6pm Mon-Fri and 10am-2pm Sat. A color printer and office supplies are in the lower right kitchen cabinet.

### Candelabra

Use the step stool to light and extinguish the candles (with the candle-snuffer in the far right lower kitchen cabinet drawer, or the angle candle-snuffer on the fireplace mantle during the holidays). Do not try to blow out the candles or remove the candelabra while the candles are burning or still hot as the hot wax will spill on the carpet.

Use the step stool to remove the candelabra (after the wax cools) and replace the candles or place over the dining room table (after moving the green shade, electric lamp) for a romantic dinner. Use the wood rod behind the toilet to remove the 'S' hooks in order to lower the candelabra to the desired height over the table.

### Cold Weather Clothes – Extra

In the inglenook/living-room-mini-closet are coats and gear that guests can use; the clothes in the bedroom closet are for our personal use.

### Dining Chairs and Table – Extra Leaves

Two 18" leaves for the table are in the attic – along with six more chairs and a small table, if not on the deck.

### Emergency – Fire

A fire extinguisher is mounted on the hallway wall. Call 411 for police, ambulance, etc.

### Fishing Gear

The antique bamboo fly rod and reel on the wall over the French doors is for viewing only; please don't use it, as it needs repair. A spinning rod and trout lures are in the attic – feel free to use them. You can buy a fishing license for \$20 at G.I. Joe's, fishing in the Deschutes by the house is legal year around.

### Food and Beverages

Use anything in the house, but please replace it if it's almost out and more than a moderate amount is used. If you can't replace it, please call us at 503-452-0424 or e-mail us: terryp@easystreet.com.

### Games

Playing cards, board games (Chinese checkers, Rummy, Scrabble, and Monopoly) are in the coffee table/chest.

### Hanging Table Lamp

The lamp with the green shade over the table is adjustable up or down, by compressing the wire tube, sliding the cord, and then tightening it. It (as almost all other lights) is dimmable (switch on W end of countertop).

Or, the lamp can be moved out of the way and the candelabra moved to over the table, using the “S” hooks to get the right height. Extra candles are in the pullout drawer in the far right base kitchen cabinet.

### Kayaks

Under the house and under rental house deck (the combination is 1234) are three kayaks with paddles. Life jackets are with the kayaks, under the house, or in the attic. A two-person inflatable kayak is in the attic or under the house.

### Ladder to Loft

Remove from its stand by the fridge and place the dowels that project from each side of the ladder into the metal brackets on the loft beam, then let the lower end of the ladder swing down to the floor to ensure that the dowels on the ladder are fully engaged by the supporting brackets. It should clear the table and can be left up all the time if someone is using the loft. **Ensure that the pegs on the side of the ladder are full engaged in the brackets before using.** If not engaged, lift the end of the ladder, pull it back until the pegs drop into the brackets, and set it down again

### Lawn

The lawn sprinkler runs every other day at 6:30am and 8pm in the summer every odd day. If you're planning a party on the lawn during those time, you can turn off the sprinkler at the southeast corner of the rental house – just be certain to turn it back on, or the plants will die.

### Lights

If using the loft, we suggest leaving the lower-level microwave light on at night (or the under-counter lights on dim), so that those sleeping up there can find their way down safely. The dimmable over-sink light in the bathroom at the lowest setting makes a good night light for the bathroom.

All of the lights are on dimmer switches – except the entry lights and the ceiling light by the bedroom closet. Most are three-way with the switch next to the light being a dimmer switch.

- \* Bedroom – the switch at the door, a switch on each fixture, and a dimmer switch to the left of the bed.
- \* Bedroom Closet – the switch by the closet door.
- \* Inside Upper Cabinet – the 3<sup>rd</sup> dimmer switch to the right of the kitchen window.
- \* Deck – the dimmer switch by the French doors.
- \* Exterior Entry & Driveway Lights – photocell/motion detector and 1<sup>st</sup> switch to the left in the hallway.
- \* Hallway – the dimmer switch 2<sup>nd</sup> from the left in the hallway.
- \* Kitchen Sink – the 2<sup>nd</sup> dimmable switch right of the kitchen window (the 1<sup>st</sup> is the disposal).
- \* Kitchen Table – the dimmable switch behind the stereo on the right side of the kitchen counter. The lamp can be raised or lowered by squeezing the woven wire sleeve around the cord.
- \* Living Room Ceiling – 3<sup>rd</sup> from the left switch in the hallway and dimmer switch by the French doors.
- \* Living Room at Sofa – dimmer switch by fixture and switch on fixture.
- \* Loft – the switch to the right of the sofa and dimmer switch in the loft.
- \* Microwave – on-off-dim switch on the lower right corner of the control panel.
- \* Under-counter – the 4<sup>th</sup> from the left switch in the hallway, dimmer switch on the backsplash next to the fridge, and on-off-dim switch on each unit.

### Loft

The ladder for accessing the loft hangs alongside the fridge when not in use. Remove and hook the dowels over the metal brackets to each side of the loft gate, holding the bottom end of the ladder off the floor until the dowels are fully engaged and then lowering the end of the ladder – to ensure the dowels are well seated in the brackets.

The gate has a latch on the left side and does not open all the way – which encourages closing the gate when in the left. Please do so for safety reasons and require children to lock the gate when using the loft.

The Pendleton fish blanket over the railing can be used for extra warmth or spread over the railing for visual privacy.

The futon couch in the loft is the 2<sup>nd</sup> bed and is full-sized. The comforter, pillows, and sheets are behind the center and right swing-up doors on the east attic wall (check in the bathroom if the sheets are missing). Use the leather pulls to open the right two doors. Swing them up and use the wood hooks on the side of the rafters to keep them in place. Make sure the hooks are fully engaged, or the doors may fall down abruptly.

The loft wall lights are controlled by a wall switch behind the inglenook/mini-closet next to the sofa, by a wall switch on the south loft wall (which is dimmable), and by individual switches on the fixtures. There are also television and telephone outlets.

Attic access is through the left loft door. Push back the edge of the futon and pull the leather loop to open the door. See above under Attic for more information.

#### Luggage and Clothes Storage

Bedroom: the top drawers on the bedside dressers generally have some additional space as do the end pullout drawers under the bed. We often stack our stuff along the wall. Use the hook inside the closet door or an empty hanger if there's room.

Bath: Hooks on the wall and by the shower, vanity countertop, and on top of the dryer.

Hallway: Several hooks above to the alarm/thermostat for coats, wet boots on the entry rug until they dry and then in the drawer under the inglenook/mini-closet in the living room

Kitchen: Anywhere you can find room.

Living Room: In the inglenook/mini-closet, shoes in the lower drawer (after drying on the entry rug), in the chest/coffee-table (with the games and old magazines). Please don't set anything on top of the stereo grill or on top of the mini-closet next to the sculpture.

Outside: skis by the entry door,

#### Music

Stereo in the corner by the sofa; CDs in the drawer below, bring your own cassettes. Also two headphones with a long cord and a Y connection for the stereo or Tv.

#### Power Outage

Flashlights are in the upper drawer of the right bedside dresser and in the cabinet over the fridge.

Candles and matches are on the fireplace, in the upper/left kitchen cabinet by the fridge, and/or the lower/right kitchen cabinet.

#### Printer

An HP 5550 color printer and paper are in the far-right, lower kitchen cabinet. Also printer cable (parallel and USB), telephone modem line, and extra printer ink.

#### Sheets and Towels

Towels are folded on the bathroom shelf. There is an extra set of queen size sheets for the bedroom and an extra set of double bed sheets for the loft. The first set of loft sheets are behind the pull-up doors behind the futon sofa/bed. The living room sofa bed sheets and pillows are under the sofa.

#### Ski Storage

We use the wall by the entry door for temporary storage. Our cross country skis are in the attic. You can use the white and red Track skis with bamboo poles and size 9 boots if they fit (mousetrap bindings).

Please don't use the other skis without permission.

### Snow Shovel

A snow shovel is alongside the rental house by the garbage cans, if you need to shovel snow off the deck or driveway. It is sometimes safer to leave the snow as it is slippery if it melts and re-freezes.

### Snow Sleds

Five plastic snow disks and two Western Flyer-type wooden sleds with metal runners are in the attic.

### Splitting Axe, Yard Tools, Mower, Weed Eater, etc.

In the crawl space (combination is 1234). The splitting axe may be under the deck at the end of the wood pile.

### NO SMOKING OR PETS

### Sofa Bed

Move the coffee table back, pull the sofa out from the wall until it stops, reach back behind the cushion for the black strap, and pull the front frame and strap to release and lower the bed. Sheets, pillows, and blankets are under the cushion.

### Stereo

The home entertainment center/stereo is in the corner by the sofa. See Section 13 for details.

### Television

The 13" Tv/VCR combo receives channel 3 (OPB) and 21 (NBC) only. We use it for DVDs (in the stereo) and VCRs (built-in). See Sections 12.c and 13 for details.

### Table Extension

The dining room table has two 18" leaves stored in the attic, to the left just inside the door from the loft.

### Telephone

The telephone number is 541-385-0829; you need not dial the area code for local numbers. Long distance service is available in most of Oregon, but please reimburse us for calls totaling more than \$2. There are two phones in the bedroom and a cordless phone (with an ear mike) on the kitchen counter. For details, see Section 12.b.

### Toilet Articles

Top drawer of the bathroom vanity has hair dryer, disposable razor blades, and common stuff. The lower two drawers are Terry's and Steve's stuff (plus extra soap, razors, etc. in the back of Steve's).

## **8. Things To Do In Bend**

Various brochures, newspaper clippings, maps, and other information about Bend and the surrounding area are in Guest Guide in a 3-ring binder. For a detailed topographic map, see the *Oregon Atlas & Gazetteer* next to the leather chair or in the coffee table/chest. Things to do include:

- \* **Antiquing/Junking** – you can spend several rainy-day hours at the Iron Horse, a great antique & junk shop only a few blocks away at St. Helens and Congress (go right from the driveway to McCann, left one block up McCann, slightly right and then left on Congress at the Y). They're open Tue-Fri 10:20am to 4:30pm and Saturday noon to 5pm. Also try D.B. Cooper on Greenwood at 1<sup>st</sup> Avenue, or some of the little shops downtown (which tend to be more frou-frou).
- \* **Art – First Friday of Each Month** – for art gallery tours, go downtown (start at The Mocking Bird on Wall street and pick up a map or see the map in the Guest Guide at the cottage), and then out on Industrial Way to finish up.
- \* **Coffee Houses** – our favorite is A Cup Of Magic. Walk left (north) on Riverfront, left on Tumalo/Galveston over the bridge, and about four blocks on your right (pick up a morning paper on

the way at the 7-11). For Starbucks, walk left on Riverfront and follow the sidewalk (Riverfront Drive) along Drake Park to the corner of Wall Street and Franklin. Royal Blend and PJ's Café are over on Newport next to the Newport Market.

- \* **Board Games and Cards** – in the chest/coffee table are playing cards, Scrabble, Monopoly, Chinese checkers, Rummy, a stick game, and magazines.
- \* **Bicycling** – you can use the four bikes (either in the garage next door or outside). The combination is 1-2-3-4 and helmets are in the bedroom closet. Bike rentals are available at Hutch's (cross the bridge a few doors down the 2<sup>nd</sup> road to the right, next to the 7-11).
- \* **Bird Identification** – a Peterson Field Guide and binoculars are on the shelf behind the sofa. If you find a new bird, you can enter the date and your name next to its picture. A swan family has their nest on the island across the river; you'll see lots of mallard ducks and Canadian Geese, and often a Kingfisher, great blue heron, Steller Jays, nighthawks, juncos, song sparrows, etc.
- \* **Bird Feeding** – See Section 7 for using the bird feeders or spreading food for the ducks and geese.
- \* **Dining** – our favorites (all of which are non-smoking) are:
  - \* Apenglow – on Bond between the Deschutes Brewery and Yoko's for fantastic breakfast and lunch, all natural foods prepared on the premises.
  - \* Bend Brewery – just past (north of) the Pine Tavern, for good pub food with outside seating in summer
  - \* Cork – downtown between Wall and Bond, the ex-chef for Scanlon's
  - \* Deschutes Brewery – on Bond for good pub food and lots of activity
  - \* Mangia! Pasta! – great Italian food at a moderate price, across from Borders Books at the big shopping center (Costco & Wild Oats) out on Hwy 20<sup>th</sup>.
  - \* Marz on Minnesota Street between Bond and Wall for great, hip dinners (opens @ 5:30pm)
  - \* McKenzies – on Bond across the street from Deschutes Brewery for non-smoking bar, entertainment and decent food.
  - \* Original Pancake House – near the West end of Colorado just before the traffic circle on your way to Mt. Bachelor (or go Tumalo, Galveston, 14<sup>th</sup>, and take a left at the traffic circle).
  - \* Parillia – a 'with it' margarita bar (great) and burrito (huge & very good) restaurant at 14<sup>th</sup> and Galveston, a few blocks past Cup of Magic
  - \* Pine Tavern – on Oregon street a block west of Wall, with tables overlooking the river in summer for excellent prime rib and seafood and a non-smoking bar. The oldest eating establishment (and one of the best) in Bend, and with a great non-smoking bar.
  - \* Scanlon's at the Athletic Club of Bend – take the Cascade Hwy out past the round-about and about ½ mile on the left (stone wall entrance) – excellent food and drink.
  - \* The Taco Stand – way East near the parkway on Florida and Hill. We haven't tried it yet, but everyone said it's great and inexpensive.
  - \* Toomies – between Wall and Bond, next to Marz, for excellent Thai food
  - \* Westside Bakery – walk left on Riverfront, left on Tumalo/Galveston across the bridge, and one block past the bridge on your left. Good bakery and breakfast.
  - \* Yoko's – on Bond near the Deschutes Brewery for excellent Japanese food.
- \* **Events** – read the *Bend Bulletin* (the daily newspaper) or *The Source* (the alternative weekly).
- \* **Fishing** – Comply with Oregon Fish & Wildlife regulations (in the Guest Guide), but please catch and release so that others can also torture them. The 2002 regulations for the Deschutes River at the cottage are: license (\$19.75 for residents) required if 14 years or older, 2 trout (8 inches or longer) and 100 crayfish per day, open year round, bait OK, and release bull trout (which look like brook trout except no red on lower/paired fins and no dark marks on dorsal fin). Three crayfish traps are in the crawl space.
- \* **Floating** – four air mattresses and/or an inflatable four-person (in the attic) can be used to float down the river to the Pine Tavern or Bend Brewery on warm days. A foot pump in the attic or the vacuum in the bedroom closet can be used for inflation. See also Rafting.
- \* **Groceries:** Nature's on Hwy 97 at the Albertson's Mall (right off Bond on Greenwood to Hwy 97 and left for about 8 blocks) is the oldest and still my favorite organic grocery (no fresh meat); Devore's at Galveston and 13<sup>th</sup> is great (and Terry's favorite; their wines are often cheaper than Newport's and you can get whatever they don't carry at Newport's), Newport Market across the street is

similar to Zupan's, and Wild Oats (right off Bond on Greenwood, across Hwy 97 and continue about 1 ½ miles on Hwy 20 towards Burns), where you'll see a large shopping center on your left. Great Harvest (downtown on Bond) has great organic bread (free samples every day and sale @ 3pm Saturday, closed Sunday).

- \* **High Desert Museum** – on the road between Bend and Sunriver. One of the finest wildlife and history museums and good for half a day. A family pass is in the dresser to the right of the bed.
- \* **Ice Skating** – at the Inn of the 7<sup>th</sup> Mountain in winter. Call them for details.
- \* **Kayaking** – three older white-water kayaks with paddles are under the house, accessible thru the crawl space door on the West side (key over the microwave). Life jackets are in the attic (or in the kayaks) – **everyone must use life jackets when kayaking**. You can practice on the river or take them up to Big Eddy near the Inn of the 7<sup>th</sup> Mountain for real excitement. See also Rafting/Canoeing
- \* **Library** – Bend has a great library – on Wall Street south of Franklin – and a great place for rainy-day activities. You can use our pass to borrow books (in the upper drawer of the right bedside table); please return them before you leave.
- \* **Massage** – Lydia Stokes, massage therapist; Bruno or Carl at the Athletic Club of Bend; and Spa W.
- \* **Mountain Biking** – two mountain bikes (and two old beaters) are available (in the shed next door if not in the open – the lock combination is 1-2-3-4); three helmets (two medium/large and one small) are in the bedroom closet.
- \* **Movies** at the Old Mill District – drive or walk down Riverfront, left on Gilchrist, and right on Riverside. If driving, go left on Carlton, right on Broadway, right on Colorado, and turn at the first left on Industrial Way. Go past Honkers Restaurant on your right and .... If walking, continue along the river to the bridge and across Colorado Avenue, ..... There are also movie theatres at the Mountain View Mall at the north end of town on Hwy 97 and at the new mall east past Pilot Butte on Hwy 20 towards Burns.
- \* **Museum** – the Des Chutes Historical Center on Wall, south of Franklin and across from the library is a great place to spend several rainy-day hours. Admission \$2.50/adult.
- \* **Music** – The stereo is in the corner by the sofa. CDs are in the drawer below. For details, see Section 13. See the weekly alternative newspaper, *The Source*, for the local music scene.
- \* **Newspapers** – the Oregonian is available everywhere, but the Bend Bulletin has many of the same AP/New York Times News Service article plus local news and events. Our favorite is *The Source*, a weekly alternative paper with events, food, drink, and movie news plus the dirt on the local politics. Some of the dining and drinking reviews are in the back of the three-ring binder.
- \* **Rafting/Canoeing** – canoes and river rafts (with or without guide) can be rented at Bend Outdoor Center, 413 NW Hill, Bend – 593-5182 or [www.teleport.com/~bendwh20/](http://www.teleport.com/~bendwh20/). Or at Alder Creek Canoe and Kayak on 14<sup>th</sup> (on the way to Mt. Bachelor). See above for kayaks.
- \* **Rainy-Day Activities** – it doesn't rain a lot, but when it does you can try: the Library, the Iron Horse junk/antique shop, D.B. Cooper's antique shop, the Des Chutes Historical Center, or the High Desert Museum between Bend and Sunriver.
- \* **Rock Climbing** – some of the finest rock climbing in the world is at Smith Rock State Park, East of Terrebonne on highway 97 a few miles North of Redmond. For details, see the Trail Guide in the 3-ring binder labeled Guest Guide.
- \* **Shopping** – On Wall and Bond downtown, between Newport and Franklin. Terry's favorites are: Painted Pony (western wear), Blue Teal (elegant clothes), and Tradewinds (jewelry) on Wall and many others. Also try Cliff Sharf at the East end of Sisters for great, custom made jewelry.
- \* **Skiing** – downhill or cross-country at Mt. Bachelor Lodge, or cross-country anywhere else where there's enough snow. Call 800-829-2442 for snow conditions. Our favorites are from the Swampy Lake and Dutchman Flats snow park on the road to Mt. Bachelor. See the maps in the Guest Guide – extra copies of the Swampy Lakes x-country trails to take with you are in the back. The Mt. Bachelor bus runs from the corner of Colorado & Simpson Street several times a day (too far to walk); call 800-829-2442 for times. **Take the Winter Emergency Kit** in the mini-closet with you. You must replace anything used so that it's there for the next person, or let us know and we will.

- \* **Spa** – “Spa W” for facials, eucalyptus steam, body massage, pedicure, manicure, and beauty products at 125 Wall Street (just off Colorado) at 388-1485. Spendy, but worth it according to Terry.
- \* **Sunriver** – a great destination resort about 40 minutes south of Bend. A good restaurant at the lodge, tennis, swimming, canoe rental in the summer, etc.
- \* **Swimming** – it will be cold in the river, even in summer. There are city ordinances against diving off of the bridges (too shallow), operating a power boat, or abandoning ducks and geese on the river within City limits. Be careful of trash on the river bed.
- \* **Videos** – Our favorite is West Side Video at 1132 NW Newport – next to Devore’s Natural Foods and across the street from the Newport Market. Also Ray’s Foods on Simpson and 14<sup>th</sup>. The VCR library is on the plate rail in the bedroom or, you can use our video card in the top drawer of the right bedside table – just be sure you return them on time. The stereo plays DVDs, or you can use the built-in VCR on the Tv. The Tv/VCR has a headset (in the drawer under the stereo), so others can enjoy the quiet when playing video games or watching VCRs in the loft. For details, see Sections 12.c and 13.
- \* **Wildlife Watching** – a beaver lodge is on the other side of the island (that’s the reason for the wire mesh around the bushes and trees). There are also otter and an occasional mink in the river.
- \* **More Information** – see below and the maps, brochures, color photographs, and newspaper clippings in the three-ring binder labeled “Guest Guide”.

Activity	Company Name	Phone Number	Email Address	Web Address	Location
Rock Climbing	First Ascent	800-325-5462	ascent@goclimbing.com		Smith Rock State
Scenic Flights	Sun Air	541-593-1860			Sunriver
Whitewater Rafting	Sun Country Tours	800-770-2161	adventures@suncountrytours.com	www.suncountrytours.com	Deschutes River
Flyfishing	Deschutes River Outfitters	541-388-8191		www.empnet.com/deschutes	Bend
Flyfishing	Sunriver Fly Shop	541-593-8814			Bend
Mtn. Bike/Waterfall Tour	Paulina Plunge	800-296-0562			Sunriver
High Desert Museum		541-382-4754		www.highdesert.org	Bend
Canoeing and Hiking	Wanderlust Tours	800-962-2862	wanderlust@empnet.com	www.empnet.com/wanderlust	Bend
White Water Rafting	Ouzel Outfitters	800-788-7238	ouzel@empet.com	www.empnet.com/ouzel	Bend
Fishing	Garrison’s Fishing Guide Service	541-593-8394			Sunriver
Golfing	Many courses	800-280-3336 for information on area courses		www.covisitors.com	Regional

## 9. Closing the House

Please close up the house before you leave – as a minimum:

- \* Put the dirty dishes in the dishwasher.
- \* Close the fireplace damper if the fire is completely out (preferred). If not completely out, close the outside air lever and the glass doors, but do not close the damper (see instructions in Section 4).
- \* Replace anything used to its original location.
- \* Call us at 503-452-0424 or e-mail us at [terryp@easystreet.com](mailto:terryp@easystreet.com) if anything is broken, missing, or not working.
- \* Turn off the lights, except the entry light which is the first one to the right of the entry door, as it is on a photo-cell and motion detector, and turns on only at night when someone approaches the door.
- \* Lock all windows and the French doors.
- \* Set the alarm (see Section 3) and lock the entry door on your way out.
- \* Do the work on the next list, unless you’ve arranged for Kara to do it before the next guest arrives.

The following can be provided for an additional fee, otherwise please do it yourself

If you haven't set up earlier for cleaning service, call Whitson at 541-410-4875 (cell phone) or 541-330-6146 and make arrangements. She may not be available on short notice. If she can't do the following before the next guest arrives, you must:

- \* Run the dishwasher if more than a few dishes (see instructions in Section 11.d).
- \* Clean up any mess in the fridge, kitchen counter, etc.
- \* Squeegee the glass shower walls (hanging below the shower shelf) if the glass is wet or dirty.
- \* Change the sheets (1<sup>st</sup> pair for the loft futon are behind the swing-up doors in the loft; 2<sup>nd</sup> pair for the loft futon and the bedroom queen are on the shelf in the bathroom; only pair for the sofa bed are under the sofa cushion). Place the clean loft futon sheets behind the swing-up doors in the loft and form the futon into a 'sofa'. Kara
- \* Wash the sheets and towels you used, and put them in the drier (see instructions above). If you're still here when they're dry, fold and place them on the bathroom shelf. See Section 11.e and 11.f for details on using the washer and dryer.
- \* Vacuum the rugs and either vacuum or dust the hardwood floors (vacuum in the bedroom closet and the dust mop is behind the toilet).
- \* Sweep the gravel from the deck onto the brick patio and from there onto the driveway (it is very abrasive and damages the hardwood floor if tracked inside).
- \* If leaving Sunday set the garbage can out on the street Sunday night for Monday morning pickup. Otherwise, just leave the garbage in the large garbage can by the rental house. Use the red recycling bin for all glass bottles, separated in sacks by color and the blue bin for all other recyclables (aluminum/tin cans w/labels, cardboard, un-waxed paper, magazines, newspapers, and clean plastic bottles w/lids & labels – no junk mail).
- \* When the deck table and chairs are on the deck – set the two chairs with arms and the umbrella on top of the table, push the four armless deck chairs up to the table, cover everything with the brown canvas cover, run the cable through the cable loops, and lock.

## 10. Concierge and Cleaning Service

Kara Whitson is our housekeeper, concierge and friend, at 541-410-4875 (cell phone) or 541-330-6146, she can set up special treats prior to your arrival or clean up afterwards (e-mail @ \_\_\_\_\_). For example, she can have cold champagne and flowers for your arrival and ensure the heat is on if you arrive earlier than 5pm on Friday. Please arrange as far ahead of time as possible as she could be already committed if you call her at the last minute. Her rate as of when this was printed was \$15 per hour plus any expenses.

## 11. Major Appliances

See the right lower cabinet drawer for owner's manuals. Summary instructions are as follows:

### a. fridge

- \* Top two shelves pull out for easier access.
- \* Crispers – wrap produce tightly, do not wash produce as excess moisture causes spoiling, or line crisper with paper towels as they retain moisture. Put humidity control to high for leaf produce such as spinach or lettuce or low for produce w/skin (cauliflower, corn, tomatoes, etc.).
- \* Ice Machine – push ice maker arm all the way up to turn off or down to turn on. When storage bucket is full, the ice pushes the arm up and automatically turns off the icemaker until the ice level drops.
- \* Please don't leave any perishable items when you leave, unless someone else is going to use them.

### b. oven

To bake or broil, first enter the function and then press the <Start/Enter> pad to begin.

### Baking

1. Position rack.
2. Press <Bake> pad.
3. If wanting to bake at other than 350°, press <Up> or <Down> pads to change temperature.
4. Press the <Start/Enter> pad
5. Wait until the pre-heat message, "PreE", disappears.
6. Put the food in the oven.

To turn off, press the <Off/Cancel> pad. When using two racks, use the bottom and 3<sup>rd</sup> level from bottom. When baking multiple items, space apart to allow air circulation and don't place directly above.

### Baking Timer

1. Prepare oven, chose bake setting and optionally re-set the temperature.
2. Press the <CookTime> pad.
3. Set cook time by pressing the <Up> or <Down> pads.
4. Optionally press the <DelayStartTime> pad and the <Up> or <Down> pads for the delayed start time.
5. Press <Start/Enter> to start.

When done, the oven will automatically turn off; to stop the reminder tone, press the <Off/Cancel> pad.

### Broiling

1. Position rack.
2. Put food on broiler pan and place in center of rack – not less than 3 inches from broiler element.
3. Close the door or the broiler won't operate.
4. Press the <CustomBroil> pad
5. If broiling slower than the 500° standard, press the <Down> pad for the desired temperature.
6. Press the <Start/Enter> pad to start broiling.

When done, press the <Off/Cancel> pad to turn off the broiler.

Lower temperatures can be used for fish or chicken. Use the 4<sup>th</sup> rack from the bottom for hamburgers and thin or rare steaks. Use the 3<sup>rd</sup> rack for medium or well-done steaks, ham, fish, chicken, fish, etc. See the User Manual for details

### Other

- \* To Set Timer (alarm only, doesn't control oven): (1) press <TimerSet> pad, (2) set time by pressing hour and minute pads <Up> or <Down>, (3) press <Start/Enter> pad to start. To turn off or cancel, press <TimerOff> pad.
- \* To Reset Clock: (1) press <Clock> pad, (2) set time by pressing the hour and minute pads <Up> and <Down>, (3) press the <Start/Enter> pad to accept. Not reset-able when using the oven.
- \* See Section 15 for how to use the self-cleaning cycle.
- \* See User Manual: to change audible signals, adjust temperature control, and for other details.

### **c. microwave**

- \* Cook: enter the cook time on the numeric keypad and press <Start>.
- \* Vent Hi-Low-Off: press pad to turn stove top fan on, low, or off.
- \* Light Hi-Low-Off: press pad to turn stove top light on, low, or off.
- \* Kitchen Timer: press <KitchenTimer>, enter the time on the numeric keypad (up to 99 min and 99 sec), and press <Start>. This is a timer, and does not control the microwave.
- \* Hold Warm: press <HoldWarm> and <Start>. Covering food (except pastries) is recommended.
- \* Re-set Clock: press <Clock>, enter the time with the numeric keypad, and press <Clock> again.
- \* Do not heat whole eggs, water with oil or fat, sealed containers, etc.
- \* See the Owner's Manual for details of other features.

### **d. dishwasher**

1. Remove solids, heavy soil, burnt food, etc.
2. After loading, ensure that both the upper and lower spray arms rotate freely.
3. Add detergent to the second bar level (25 ml) in the soap dispenser inside the door.

4. Slide soap dispenser cover shut and press down on large arrowhead to hold.
5. Close door and push power. It is already set for regular wash, which takes 20 to 30 minutes.

Do not use the dishwasher for the cutting boards or other adhesive-joined items, bone handles, iron, pewter, wood, tin, and non-dishwasher-safe plastics. For special settings and features, see the Owner's Manual. If the rinse agent indicator light on the left of the soap dispenser is lit, add rinsing agent (under the kitchen sink). See the Owner's Manual for details.

#### **e. washing machine**

Please wash and dry the towels and bed linens before leaving. It takes 45 minutes to wash (if you set it on #7) and 1 hour (1 ¼ hr for large load) to dry. If for some reason there isn't time and you can't wait, re-make the beds with clean linens and throw the dirty sheets in the washer (but don't start it) – let us know so we can have them washed.

For normal wash of lightly soiled cottons and colorfast fabrics:

1. Press <1>, the power button (1<sup>st</sup> on left), to turn on power (the red light will turn on).
2. Hold down <key> button (2<sup>nd</sup> on left) to open the door (door won't open without power on).
3. Pull out the drawer to the left of the buttons, add only 2 tablespoons of detergent to left compartment (detergent on shelf over toilet), and close the drawer.
4. Add dirty clothes (you can stuff in as much as it will hold) and firmly close the door.
5. Turn the far right (program control) dial to 7 for super quick wash (the 2<sup>nd</sup> dial from the right should be set on 85° to 105° for lightly soiled cottons and colorfast fabrics) and the machine will start. Or, see the 'Quick Start Guide' on the shelf over the toilet for details.
6. When finished, the machine will buzz. Remove the clothes and press <1> to turn off power.

If you need to stop or interrupt a cycle:

1. Turn the <ProgramControl> knob to <10> (drain) and wait until the water is pumped out
2. Press the <DoorOpen> button, after the water is out.
3. To restart the washer, close the door and turn the control to the desired setting (7 for normal wash).

You cannot open the door once the cycle has started until it finishes. See the Quick Start Guide on the shelf over the toilet for options, details, or to resolve problems. For more information, check the Use and Care Guide with the instruction books in the lower right side of the lower kitchen cabinets.

The only things that can't be washed with the towels and bed linens are the dark blue tablecloth and place mats, plus the rugs. If you dirty them, please wash them separately.

#### **f. dryer**

For normal drying:

1. Press <1>, the power button (1<sup>st</sup> on left), to turn on the dryer.
2. Load laundry into the dryer.
3. Check the lint filter inside the door and remove any lint.
4. Turn the Program Control knob (far right) to the desired setting:

1	for Extra Dry for heavy items like jeans and thick towels
2	for Normal Dry for cottons, permanent press, synthetics, etc.
90, 60, 30	for timed drying minutes
<fan>	for fluffing
5. Press the <Start> button

See the Quick Service Guide on the shelf over the toilet for options, details, or to resolve problems. For more information, check the Use And Care Guide with the Instruction Books in the lower right side of the kitchen cabinet.

## 12. Small Appliances and Miscellaneous Tools

The small electrical appliances are on the lower shelf of the lower cabinet next to the fridge, or as noted (instruction manuals, if needed, are in the lower right cabinet drawer). They include:

- \* Blender
- \* Coffee grinder (coffee beans are in freezer)
- \* Espresso machine (missing a metal piece)
- \* French press
- \* Hand mixer – use the bread hook if you're making bread (in far right kitchen cabinet drawer)
- \* Toaster
- \* Waffle maker
  
- \* Binoculars (by sofa)
- \* Coffee maker (on countertop)
- \* Cordless telephone (right of kitchen counter)
- \* Stereo/Home Entertainment Center – see Section 13 (by sofa)
- \* Television/VCR (by fireplace)
- \* Ceiling fan and destratifier (switch by French doors)

### a. french press

For those who have never had French press coffee, it is a non-acidic treat. Fill the coffee grinder with whole beans from the freezer up to the top of the shiny metal liner (higher if you want it real strong) and grind it fine if you want all of the flavor (there will be a residue in the bottom of your cup). Put it in the French press, fill with boiling hot water, set the press on top with the built-in screen towards the lip, wrap in a dish cloth to keep it warm, and wait 3 minutes. Press the plunger down and pour.

### b. telephone

You can call or receive calls from either the handset or the base unit:

- \* To Call, lift the handset, enter the phone number and press the <Talk/On-Off> button. To hang up, press <Talk/On-Off> again. On the base unit, press <Digital-Sp-Phone> and enter the phone number; press <Digital-Sp-Phone> to hang up.
- \* To Call the Same Number Again: lift the handset or press <Talk> and then the <##Redial> button. On the base unit, press <Digital-Sp-Phone> and then <Redial>.
- \* To Answer Calls, lift the handset; if you don't hear the party or dial tone, press <Talk>. To hang up, press <Talk> again. On the base unit: press the <Digital-Sp-Phone> button to answer and press it again to hang up.
- \* To call Steve Pinnell's Office, press the <Direct> key. If the office is open and Steve is out, they can transfer you to his cell phone.
- \* To call Steve Pinnell or Terry Padgett, call Steve's cell phone at (503) 349-1781, Terry's cell phone (503) 349-5078, or their home phone at (503) 452-0424. Or, press the <Direct> key if his office is open to call his office and someone will transfer you.

You can use the handset outside the house (range of 1 to 2 blocks) and can page the handset from the base unit and vice versa:

- \* Press the <Locator/Intercom> button.
- \* Talk to the other party when they answer.
- \* Press <Locator/Intercom> again to hang up or cancel call.

You can use the ear mike, instead of holding the handset to your ear:

- \* Plug the ear mike into the handset, after pulling out the rubber cover on the side.
- \* Hook the unit over the top of your ear and push the plug into your ear.
- \* Optionally, snap the belt clip onto the back of the handset and hang the handset off of your belt.

You can use the answering machine to receive messages while visiting:

- \* To Use the Answering Machine: press the <Answer On> key on base unit until the red light is on. The phone will ring three times before the machine answers.
- \* To Check Messages: look at the base unit LCD for the number of messages.
- \* To Hear Messages: press the <NewMessage> button on the base unit; to hear previously checked messages, hold down the <NewMessage> button until the messages play.
- \* During Playback: (1) press <Repeat/Revw> to replay the previous message, (2) press <Skip/FF> to skip to the next message, and (3) press <Stop/Exit> to stop playback.
- \* To Erase Messages: press <Erase/Clear> to erase the current message, or press it twice to erase all messages.
- \* Turn off the Answering Machine: before leaving, erase all of your messages and press the <AnswerOn> key until the red light goes off.

Special features are:

- \* To Find the Handset: press the <Locator/Intercom> key and the handset will beep until you press <Locator/Intercom> again.
- \* To Change Volume, press the <up> or <down> arrow of the center, silver-colored "Loud/Search" button. On the base unit, press the "Volume" <up> or <down> buttons.
- \* To Suppress Static: press the <Ch/Function/Exit> key until you get a clear line.
- \* To Remotely Operate the Answering Machine: (1) call the cottage at 541-385-0829, (2) during the greeting message enter <12>, (3) follow the voice menu, and (4) hang up when finished.
- \* To Reset the Time and Date: (1) press <Ch/Function/Exit> button, (2) press <downarrow> key until "Program" displays and then press <rightarrow/Fwd/Edit> key for yes, (3) press <downarrow> key until "TAD program" appears and then press <rightarrow/Fwd/Edit> key for yes, (4) press <0> to set Day/Time, (5) enter the four-digit time, press <\*> once for am or twice for pm, press <#> until you have the right day of the week, and press <rightarrow/Fwd/Edit> key for yes, and (6) press the <Ch/Function/Edit> button to exit the program.
- \* Caller ID and Telephone Directory: see the user manual.

### c. television/vcr

A 13" Tv/VCR combo is usually by the fireplace. The remote should be on it or by the stereo/home entertainment center amplifier.

Tv outlet jacks are in the loft, on the kitchen counter, in the bedroom, and by the fireplace (actually a line out of the small wooden box under the side table). A long connection cord is in the drawer under the stereo. An adult can take the Tv up to the loft with the two headphones and long cord for kids to watch videos or play video games (we don't have any games or a game machine). Or, take it to the bedroom and plug into the Tv outlet there; set it on the ottoman and the wooden kitchen stepstool to get it high enough to view from bed. When you unplug it, remember which input jack goes into which receptacle.

#### Headphones

For peace and quiet, two headphones and a long extension cord with a Y-connection are in the drawer below the stereo.

#### Television Channels

There is currently no cable or satellite service, but you can receive broadcast channels 3 (OPB) and 21 (NBC) when plugged into the wall jacks. The remote cycles through all the stations, most of which can't be received. The connector by the fireplace is on a line that comes out of the small wood box on the wall and connects to back of the Tv; the sound output plugs into the front.

#### VCR Use

Turn on the power, insert a VCR, select channel 3 with the Tv remote, and use the Tv remote for normal operation. To fast forward or back, press <FF> or <Rew> once for medium speed, or twice for high speed.

Several videos are in the bedroom on the plate rail or can be rented as noted in Section 8, Videos.

### DVD Use – by fireplace only

Insert the male jack on the line out of the wood box on the wall by the fireplace into the 'Video/Tv Game Input' female jack on the front of the Tv/VCR combo and turn on the power. Insert a DVD in the stereo and control it with the stereo remote as described in Section 13.

### Video Games

The 'Tv Game Input/Video & Audio' are in the front of the Tv/VCR combo and apparently uses channel 4. I have no idea how it works.

### Adjustments

To adjust the picture, press the <Menu> button on the Tv remote to display the menu and then press <+Set/TR> or <-Set/TR> and the <Enter> button to select "Picture". Next, press <Enter> for the feature you want (Brightness, Contrast, Color, Tint, and Sharpness), enter <+Set/TR> or <-Set/TR> for the desired setting, and <Enter> to accept it or move on to the next feature. If you make a mistake, you can the <Cancel> button to return to the factory settings.

#### **d. waffle maker**

- \* Preheat the waffle maker about 5 minutes, until the green light comes on.
- \* Use the waffle/pancake mix in the upper/left kitchen cabinet, or see the recipes in the owner's manual or cookbook. You can add blueberries (in freezer), bananas, or other fruit.
- \* Pour in batter (avoiding excess, which will seep out the sides).
- \* Close and latch the lid – be careful of steam.
- \* Cook 3 to 5 minutes, depending on type of batter, ingredients, and your taste.
- \* Remove waffles with wood or plastic spatulas.
- \* Close lid to maintain heat between batches.
- \* If not consumed immediately, place waffles between paper towels, in an ovenproof dish at 200<sup>o</sup> to 250<sup>o</sup>. Or, re-heat them in the toaster.
- \* After use, unplug the waffle maker, allow to cool, and wipe up any batter with a paper towel.

#### **e. ceiling fan and destratifier**

Not yet functional.

#### **f. miscellaneous**

If the olive oil mister by the stove doesn't work, re-fill only half way (empty space is needed for pressure), replace and tighten the white screw cap, replace the pump cap, and re-pressurize. Do not put it in the dishwasher.

DO NOT PUT THE CUTTING BOARD IN THE DISHWASHER. The wood spoons, however, are ok.

The binoculars are by the bird book on the shelf just above the sofa.

### **13. Stereo/Home Entertainment Center**

The stereo in the corner by the sofa plays AM/FM radio, CDs, tape cassettes (on the portable cassette player on top of the stereo), and videos or DVDs (on the 13" Tv/VCR combo when the male jack on the line out of the small wooden box by the fireplace is inserted into the 'Video/Tv Game In' female jack on the front of the unit). The stereo holds 5 CDs or DVDs. A copy of these instructions and the Operating Instructions for the stereo are in the drawer below the stereo.

The portable cassette player/recorder is plugged into the auxiliary input jack on the back of the stereo via the headphone output. It has a built-in microphone on the top if you want to record tapes. You can unplug it from the stereo and plug in one of the headphones in the drawer under the stereo and take it

elsewhere, but be certain to use the same power adapter and put it back when you're done. The instruction manual is with the other manuals in the lower right side of the kitchen cabinets.

Please don't set anything on the ventilation grill.

#### **a. front panel controls**

The primary controls in clockwise order from the left are:

- \* POWER on/off: standby is red, on is green
- \* DISC select buttons & lights: 1 thru 5 – the selected disc is illuminated.
- \* Display screen
- \* VOLUME dial
- \* SELECTOR: cycles thru DVD/CD, FM, AM, TV, VCR, AUX
- \* Subwoofer level: 0 thru 4 (0 is no sound, 4 is the factory setting)
- \* TUNING v/^ (down/up): cycles thru the 12 pre-set stations when the FM mode is 'PreSet'
- \* PLAY/>/Memory: to play the selected CD or DVD, (don't use the memory feature with FM radio)
- \* PAUSE/= /FM mode: to pause CD or DVD, or to change FM 'Stereo' to 'Mono' if too much static
- \* STOP/ /Tuning Mode: to stop CD or DVD play, or to set the FM radio mode to 'PreSet'.
- \* OPEN/CLOSE disc tray

The headphone jack is below the play button. <<I CAN'T FIND THE ADAPTOR THAT ENLARGES THE HEADPHONE JACK FOR USE IN THE STEREO; IF ANYONE FINDS IT, PLEASE INSERT IT IN THE STEREO OR PLACE IN THE DRAWER BELOW THE STEREO>>

#### **b. remote control**

Press the blue buttons at the top for <DVD/CD>, <Tv/Video>, or <Tuner/Band>. Use the <Volume>, <Channel> (for radio stations #1 thru #12 or discs #1 thru #5), <Stop>, <Pause>, and <Play>.

To 'Fast Forward' to the next song or 'Repeat' the previous song on a CD, or skip forward or back on a DVD, press the <Skip |<<(back)/>>|(forward)> keys

Slide open the cover to access the other controls. Press <Disc> and number <1> to <5> for a disc. Press <DiscManager> multiple times until 'All Disc' displays and then <Play> to play all discs in the stereo. If you get an 'Error' message, press <Stop> and then try again.

See below and the Operating Instructions in the drawer below the stereo for details.

#### **c. CD use**

CDs are in the drawer below the stereo. Please replace in the original case and return to the drawer when finished using, except for those left in the unit.

##### To Replace or Select Another Disc

To insert or replace the currently illuminated disc, (1) press the <Open/Close> button on the unit, (2) insert the new disc, and (3) press the <Open/Close> button to close it.

To select another disc drive, press that disc number and wait for the disc to be illuminated.

##### To Play

To play from the unit, (1) press the <Selector> button until "DVD/CD" displays, and (2) press <Disc 1> thru <Disc 5> to play a disc. If it doesn't play, press the < >/Memory> button.

To play from the remote, (1) press the blue <DVD/CD> button at the top of the remote, (2) slide open the cover and press the <Disc> button in the blue square, and (3) press the <1> thru <5> buttons in the blue square to play that disc. If it doesn't play, press the <Play> button.

### To Stop and Resume

To stop, press the < /Memory> button on the unit or the < /Stop> button on the remote.

To resume, press the < > > button the unit or the <>/Play> button on the remote.

### Using Disc Manager to Play All Discs – Remote Control Only

Slide open the cover, press <Disc Manager> until “All Disc” displays, and press <>/Play> (keep pressing if “Error” displays). To cancel, press < /Stop>.

### **d. DVD use**

See Section 8, Videos, for where to rent DVDs and Section 12.c for instructions on the Tv/VCR.

To play a DVD, (1) insert it into any disc # and (2) press <>/Play>.

Control to replace, select, play, stop, and resume is the same as for CDs, as detailed above in Section 13.c. The Tv/VCR combo must be turned on and the jack on the line from the wood box by the fireplace inserted into the ‘Video/Input Video Game’ jack on the front of the Tv/VCR.

### **e. FM radio use**

To use the radio, (1) press the <Selector> button on the unit until ‘FM’ displays, (2) press <Tune Mode/ > to select ‘PreSet’, (3) press <Tuning v/^> until you find the station you want. Alternately, you can use the remote and press <1> to <10> to select stations #1 thru #10.

The pre-set stations are (slide open the cover and press a number in the blue square; for 10, 11, or 12 press the ≥10 button and then <1> followed by <0>, <1>, or <2>):

1. 91.3 ‘OPB/NPR’ – news, music, talk
2. 94.1 KXIX – active rock
3. 95.1 KMJZ – smooth jazz
4. 97.5
5. 98.3 KTWS – classic rock
6. 99.7 KMTK – contemporary country
7. 100.7 KMGX ‘Magic’ – easy listening/romantic night music
8. 101.7 KLRR ‘Clear’ – adult contemporary
9. 102.9 KSJJ – country
10. 104.1 KRCO – country
11. 104.9
12. 105.7 KQAK – oldies

### Do Not Reset Memory

Please don’t press the memory key when using the FM radio. It is difficult to re-set.

## **14. If Any Problems, Call for Help**

- \* Call us at (503) 519-3444 (Steve’s cell phone) or (503) 452-0424 (our home in Portland).
- \* Call Steve’s office during working hours at (800) 292-1009 and they will transfer the call.
- \* Call Kara Whitson, our housekeeper here in Bend, at 541-410-4875 (cell phone) or 541-330-6146.
- \* Page our contractor, Dave Jasper, at 330-2926 or call him at 312-3152.
- \* Call Bo Miller, our handyman and friend at 420-7835

## **15. Cleaning and Maintenance**

This section is for the housekeeper and maintenance person.

**a. weekly and after each guest (if not done by guest)**

- \* By Monday morning, put the garbage and recycling out by the curb (if not done by guest).
- \* Monday afternoon, bring in the garbage can and recycling bins (if not done by rental house tenant).
- \* Make the beds and wash/dry sheets and towels (if not done by guest)
- \* Clean toilet, shower, vanity, and kitchen sink and counter (if not done by guest).
- \* Clean up fridge and throw out perishables that won't last the week
- \* Vacuum all floors, sweep, and dust (if not done by guest).
- \* Straighten up, put things away, and check for problems. Call us if things missing or broken.
- \* Sweep the deck from the entry to the brick at the end of the deck and from there onto the driveway (the driveway gravel is extremely abrasive and damages the wood floors).
- \* If snow, shovel sidewalk and deck up to entry door.
- \* Test and maintain the hot tub and described below.

Miscellaneous

- \* Replacing Light Bulbs: spare light bulbs are over the fridge. Use the clear bulbs only for the antique fixtures.
- \* Missing or broken items: notify Terry and Steve, or replace if necessary.
- \* Plants: check the soil and water if dry.

**b. hot tub testing and maintenance**

Terry and/or Kara will test and maintain the hot tub regularly:

Weekly Testing, Balancing, and Maintenance

1. Test the Water for TA, CH, pH, and Sanitizer
  - \* Use the reagent test kit under the blue recycling container by the firewood pile:
    - Rinse the test cells before and after each use
    - Take samples 12-18 inches below the water surface
    - When adding chemicals from the kit, hold the bottle vertically and add drops slowly.
    - Dispose of test samples in the gravel alongside the hot tub
    - Keep chemicals away from children, handle containers carefully, and keep containers closed.
  - \* See the instructions with the test kit.
2. Correct any Imbalance
  - \* Add chemicals directly (and slowly) to the filter compartment when the jet pump is running at high speed and continue running for at least 10 minutes.
  - \* Follow the procedures in #3 to #6 below, in sequence, to correct any imbalance.
3. Balance the Total Alkalinity (TA) – 125 to 150 ppm
  - \* Add sodium bicarbonate if it is too low
  - \* Add sodium bisulfate if it is too high
4. Balance the Calcium Hardness (CH) – 150 to 200 ppm
  - \* Add calcium hardness increaser if the CH is too low
  - \* Add a stain and scale control if the CH is too high
5. Balance the pH – 7.4 to 7.6
  - \* Add sodium carbonate if the pH is too low
  - \* Add sodium bisulfate if the pH is too high
  - \* Wait two hours and retest the water
6. Maintain the Sanitizer <<NOT COMPLETE>>

Our spa uses a Silver Ion Purifier to sanitize the water (i.e. kill algae, bacteria and viruses). It must be used with a non-chlorine shocking agent, potassium monopersulfate (MPS) which is with the test/chemical kit under the blue tub.

  - \* Add 1 tablespoon of MPS 15 minutes before each use. <<READ THE MANUAL>>
  - \* Allow the Sanitizer level to fall to recommended levels before using the tub.
  - \* If using the shock treatment, leave the cover open 20 minutes to allow the chlorine to escape.
7. Vacuum the Spa

Use the Critter Gitter, which is normally under the filter cover.

8. Remove, Clean, and Replace the Filter Cartridge
  - \* Disconnect power supply (pull cord from outlet at porch steps)
  - \* Remove the filter compartment cover and remove any floating items in the filter compartment
  - \* Turn the filter retainer handle (on the cartridge) counterclockwise until the retainer can be pulled from the filter standpipe and remove it and the cartridge. Don't remove the filter standpipe.
  - \* Clean the filter with a filter degreaser to remove mineral and oil buildup: (1) soak the filter in degreaser (like TSP) <<SPECIFY DEGREASER>> and (2) place filter on a clean surface and spray clean w/garden hose.
  - \* Reinstall filter cartridge in reverse order of removal. Do not over-tighten.
9. Supplemental Water Maintenance

Three optional water additives that may be used. For details, see page 28 of the User Manual.  
<<NOT COMPLETE>>

### Trouble-Shooting

See the User Manual in the lower/right kitchen cabinet.

### Quarterly

1. Drain and clean spa
  - \* Disconnect power supply (pull cord from outlet at porch steps)
  - \* Remove screws and open access door
  - \* Locate main valve and remove the drain cap, attach garden hose, and route to lower area
  - \* Turn the valve counterclockwise to open and allow to drain
  - \* Bail out remaining water w/soft plastic cup
  - \* Inspect and clean spa shell as required
2. Remove, clean, and replace the filter cartridge
  - \* Remove the filter compartment cover
  - \* Remove any floating items within the filter compartment
  - \* Turn the filter retainer handle (on top of the cartridge) counterclockwise until the retainer can be removed from the filter standpipe
  - \* Remove the filter retainage and cartridge. Do not remove the filter standpipe.
  - \* Clean the filter with a filter degreaser to remove mineral and oil buildup: (1) soak the filter in degreaser, (2) place filter on a clean surface and spray clean w/garden hose, rotating it to clean all areas. <<CLARIFY>>
  - \* Reinstall filter cartridge in reverse order of removal. Do not over-tighten.
3. Fill the spa
  - \* Close the drain valve, reinstall the drain cap, and close the access door
  - \* Fill the spa through the filter department before restoring power
5. Re-connect Power
6. Balance the Water Chemistry <<NOT COMPLETE>>
7. Replace the Silver Ion Purifier

See the User's Manual. <<NOT COMPLETE>>
7. Backflush the lines <<NOT COMPLETE>>
8. Clean and Treat the Shell and Cover
  - \* Clean the shell only with (1) Soft Scrub, Windex, or baking soda and (2) a sponge, soft rag, or nylon scrubber. Rinse with clean water. Do not use harsh chemicals, alcohol, etc.
  - \* Spray the top of the cover (while on the tub) w/garden hose to loosen and rise of dirt or debris
  - \* Clean the top of cover while on the tub, with a large sponge and/or soft bristle brush and baking soda (or solution of 1 teaspoon dishwashing liquid per 2 gallons warm water) and rinse clean before it dries.
  - \* Rinse the underside of the cover w/water only (no soap) and wipe it clean w/a dry rag.
  - \* Apply cover conditioner (Cover Shield) as noted on the container and buff to a high luster.
  - \* Replace the cover and lock the straps

### Shut Down Mode

If tub is not going to be used for more than two or three weeks, reduce the temperature to 80° to reduce chemical use. Upon returning, sanitize the water following the shock procedure and return the water to 102°. The spa is safe after the free chlorine residual drops below 5.0 ppm.

**c. monthly, or as needed**

A more thorough cleaning is needed monthly.

Vacuum

Open the vacuum (outside) and empty the cloth bag. Check the round filter and replace if necessary (extra filters are in the cabinet over the fridge).

Vacuum the large rug more thoroughly than normal.

Hardwood Floors

- 1<sup>st</sup> Vacuum or dust mop hardwood floors (vacuum in the closet, dust mop behind toilet)
- 2<sup>nd</sup> Lightly mist 8'x8' area of floor or the terry cloth cover of special mop (behind toilet) w/Bona Hardwood Floor Cleaner (under kitchen sink).
- 3<sup>rd</sup> Clean floor w/back & forth motion.
- 4<sup>th</sup> Wash terry cloth cover when it becomes dirty.

Hardwood Floors – when spill

Wipe up the liquid immediately, mist with Bona Hardwood Floor Cleaner and wipe up with a clean, soft cloth.

Dusting

All accessible surfaces.

**d. quarterly**

In January, April, July, and October, do the following:

Wash duvet cover

Just in case it wasn't washed before.

Moth Traps

Replace the flour moth trap in the back of the top kitchen cabinet shelf by the fridge and the clothes moth trap in the top wire basket in the closet. Replacements are under the vanity. Notify us when the last replacement is used and we'll bring over more.

Windows

Wash inside (outside only in the spring and fall).

Dusting

All surfaces, including plate rail and spider webs. Add an extension on the wood rod to reach the ceiling, or stand on the step stool.

**e. bi-annually, or as needed**

In April and October:

Fridge – as needed or bi-annually

- \* The top two shelves pull out for easier access or cleaning.
- \* Wash exterior and interior with 4 tablespoons baking soda in 4 quart warm water; dry w/soft, clean cloth. To clean crevices brush mild detergent solution into cracks; let sit for 5 minutes; and flush out with warm water. Do not use abrasive cleaners, bleach, concentrated detergents, metal scouring pads, or put fridge parts in the dishwasher.
- \* Bi-annually apply light film of petroleum jelly on door gaskets to keep them pliable.
- \* Bi-annually remove toe grille and vacuum condenser coils.

- \* Annually pull out from wall (without scratching floor) and vacuum grille in back.
- \* See Owner's Manual for replacing lights and other details.

#### Oven Cleaning – as needed or bi-annually

1. Hand-clean inside of door and frame, but not the door seal, with hot soapy water and steel wool.
2. Remove any pans, foil, and oven racks (to keep them shiny) and wipe up loose soil and grease.
3. Do not use oven cleaners
4. Turn on vent fan (on microwave oven above burner) to remove the sometimes toxic fumes.
5. Confirm that the clock is set to correct time and oven door is completely closed.
6. Press the <AutoClean> pad.
7. Optionally, press the <HourUp/HourDown> pad to change to 2 ½ hours for light soil or 4 ½ for heavy.
8. Press <Start/Enter> to clean the oven
9. The door locks until the cycle ends and the display reads “cln” plus the time remaining. To stop self-cleaning, press <Off/Cancel>. When complete, the display will read “End” or the current time.
10. After the oven cools, wipe up residue or ash with a damp rag.

#### Dishwasher – as-needed or bi-annually

1. Remove the coarse/microfilter in the floor turn counter-clockwise ¼ turn and lift out.
2. Lift out the fine filter on the floor and remove any trapped material on it or in the hole.
3. Remove any trapped material and replace the filters.
4. Periodically (annually??) clean the wash arm spray orifices. See the Owner's Manual for details.

#### Furnace – clean filter in fall and mid-winter

1. Disconnect power <<ASK RICK IF ON FURNACE>>
2. Remove blower access door.
3. Push back, to flex the filter and clear the filter retaining bracket, and remove the filter.
4. Vacuum the filter (vacuum in the bedroom closet).
5. Replace the filter and turn on the power.

#### Water Filter

Change the water filter annually – which should be about 3,000 gallons for a vacation home. For full-time use they recommend every six months. Replacement filters are available at Home Depot.

#### Other

1. Rub down leather chair semi-annually with Lexol leather conditioner (under bathroom sink, buy replacement at shoe repair shop).
2. Check and tighten cabinetry hinges.

#### **f. annual spring set up (April)**

In the spring, bring the umbrella, deck table and chairs down from the attic (if not already on the deck) and set up. If no one is staying at the cottage, lay the umbrella and two chairs with arms on top of the table, push the armless chairs under the table, cover with the brown canvas cover, and lock to prevent theft.

Open the foundation vents and turn on the irrigation system as noted below.

In the late spring, just before bug season, clean the windows, bring the screens down from the attic and install. To wash the outside windows, add an extension to the rod in the bathroom and use the sponge mop and squeegee.

#### Tile – annually

- \* Once a year, use 511 Impregnator sealer (in Starbucks frappuccino jar over fridge, reorder at Austin Tile in Bend). Apply with lambs wool cloth, let dry for 5 to 10 minutes, and buff off w/dry

white cloth (preferably lamb's wool). If area hazy because not off soon enough, rub w/fresh sealer to loosen.

\* Once every two years or so, use lacquer sealer on slate backsplash/hearth/shower wall (buy @ Austin tile).

#### Furnace – annually

See User's Information Manual in lower/right kitchen cabinet drawer.

#### **g. fall close down (October)**

In the fall when the bugs have disappeared, remove the screens on the riverside and store in the attic (at the far left end), using the rotating L-shaped hook to hold them against the rafter. Wash the windows. In the late fall, remove the umbrella and store in the attic until spring, store the umbrella base in the crawlspace. Close the foundation vents and have someone shut down and 'blow out' the irrigation system as noted below.

Change the water filter.

#### **h. sprinklers – spring and fall**

The sprinklers are turned off and blown out in the fall (call Larry Schoning @ 541-419-3001 in late-Oct or early-Nov) and either Clint ???? @ ???? or Micheal Seay at 541-385-4207 in the spring to turn the water back on and check out the system in March or April.

#### Current Settings

Zone 1 – 15 min, start @ 6:30 am & 8pm – front yard, parking strip, by driveway, and ½ N of house.

Zone 2 – 15 min, start after 1<sup>st</sup> zone – center yard (between decks) and rest of N of house.

Zone 3 – 20 minutes, start after 2<sup>nd</sup> zone – back yard.

Zone 4 – 15 minutes, start after 3<sup>rd</sup> zone – planters. I THINK THIS SHOULD BE 20 MINUTES.

#### **i. annually**

Call Kevin for termite inspection.

#### **j. miscellaneous**

If the dining room table has been moved, the best position for the table with the ladder up is: rotated counterclockwise 30° and centered 8" out from electrical outlet on the beam (i.e. 3'-6" from wall), which should place the corner of the table about 14" from the centerline of the window trim. You may have to rotate it some more if you use the leaves.

#### **Steve & Terry Pinnell**

503-349-5078 (Steve's cell), 503-349-1781 (Terry's cell), 503-452-0424 (home), or 541-385-0829 (cottage)  
[steve@pinnellbusch.com](mailto:steve@pinnellbusch.com) or [terry@pinnellbusch.com](mailto:terry@pinnellbusch.com)

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