

Welcome To La Metairie Haute



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1. Heating system

This information is only for reference Stefane Mongie will take care of the heating

The house is oil heated.

The boiler is in the basement on the backside (entrance from outside) of the house (Northwest).

Below you find a picture of the boiler control panel. The button controlling the heat in the house is the one to the bottom left (the one marked with an arrow). When we are not in the house this is placed on 8. Outside the door of the cave is a thermostat checking the outside temperature. If the button is set to 8 it the boiler will start when the outside temperature goes below 8 degrees.

If we are in the house we raise this to 12 which will give a comfortable heating in the house.

This is only for your information. The neighbor Mr. Stephane Mongie will take care of adjusting the boiler before you arrive and after you leave.



1.1 Thermostats in the house

There are 3 thermostats in the house.

1 in the kitchen (Controlling the kitchen area)

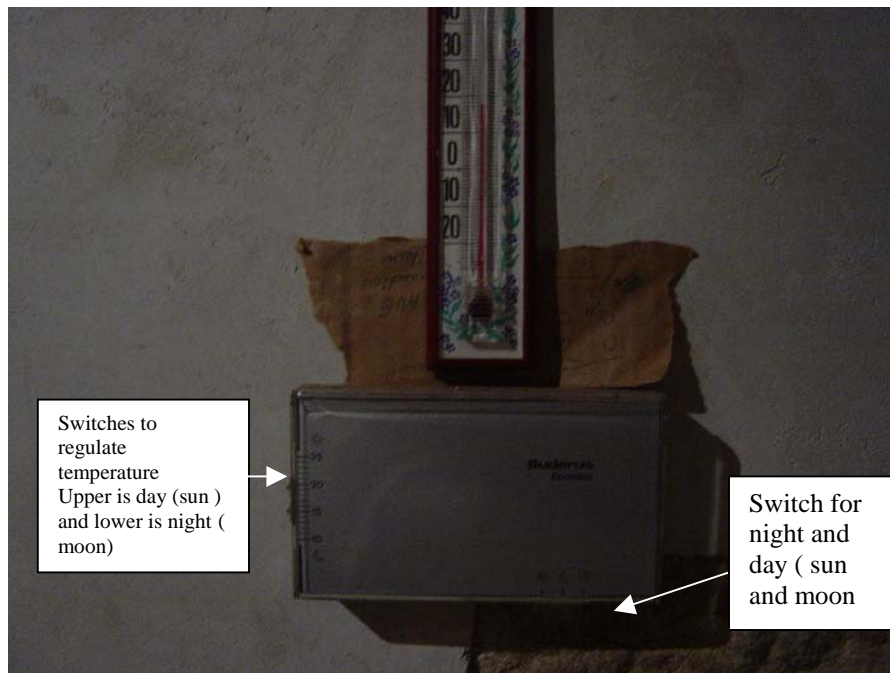
1 in the living room (Controlling the living room area)

1 in the games room (where the pool table is) (Controlling the basement)

There is a switch for night and day (with a sun and a moon).

On the left side there is a switch for adjusting the temperature. The top switch is for the day temperature (if the switch on the bottom is put to “ sun” this is valid) the bottom one will be valid if the switch is put to “ moon “)

Please have the switch on “ moon “ (with a low temperature on the side switch, controlling the temperature) in the areas of the house you do not use.



It is a big house and not very well isolated so heating is very expensive. Please try to keep the temperature down in areas you do not use.

1.2 Radiators and floor heating

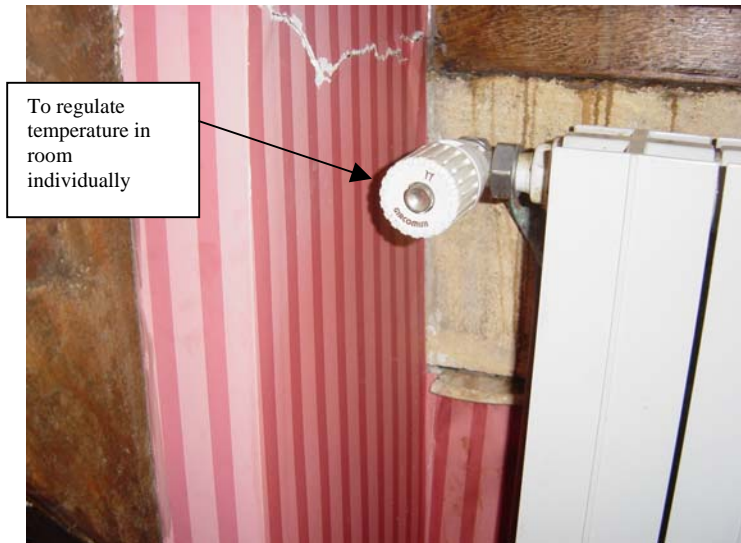
The following rooms have floor heating.

Bedroom on the ground floor

Bathroom on the ground floor
Kitchen
Games room (the room with the pool table)
Bedroom in the basement

All other rooms have radiators.

The heating in the rooms with radiators can be adjusted separately with adjustment knob on the radiator.



For the general temperature there is a thermostat (see above), which are regulating the general heat in the house.

It is a big house and not very well isolated so heating is very expensive. Please turn down the heat on the radiators in your room when you are out and turn them back on when you use the room.

1.3 Hot water

The hot water is also regulated on the boiler in the “cave” (please see below picture). The top right switch has a tap on it. When nobody is in the house this is set to 0 (then there is no hot water) When people are in the house this should be set to 50 (this will give you 50 degrees Celsius water in the hot water tap, which is a good temperature)



You can then see the temperature of the water on the display on the side.

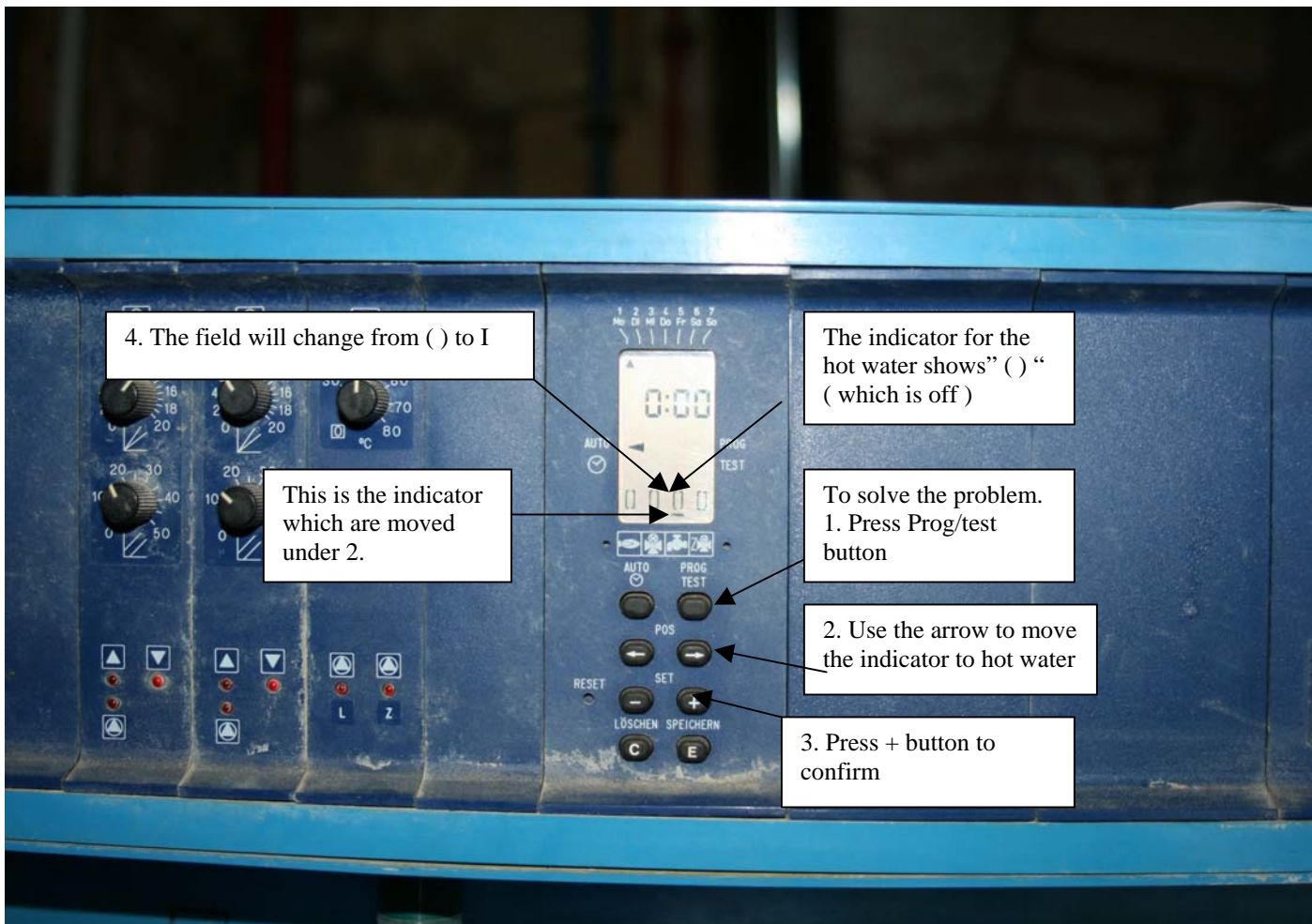


This is also for your information only. Mr. Mongie will take care of turning the hot water on before you come and off when you leave.

Other tips

It might take some time to get hot water on the second floor. Just let the water run for a couple of minutes and the hot water will come.

Sometimes the heating of the hot water are disconnected for some reason we are not sure about. The temperature on the above shown temperature indicator will then go down to 30 or below. If this happens the display looks like below.



2. Kitchen

2.1 Stove

The stove is a combined electric and gas stove. There are 2 gas bottles, on the terrace, outside the kitchen door. There is a safety switch in the lower cupboard to the right of the stove.

See below picture.

Open the left door and you find the switch inside to the left. (See marked arrow)



Open the switch when you use the stove and close it after use for your safety.

If gas is used up please talk to Mr Stephane Mongie and he will assist you to change the bottle. (telephone number under # 20. "If any problem ")

2.2 Dishwasher

There are two dishwashers in the kitchen

How to use the one to the right (closest to the telephone)

- a) Put the dishwashing tablet in the box under the white lid on the inside of the dishwasher door.
- b) Turn the button clockwise (see below picture) to the red marking on the button.
- c) Push the start button.



How to use the one to the left

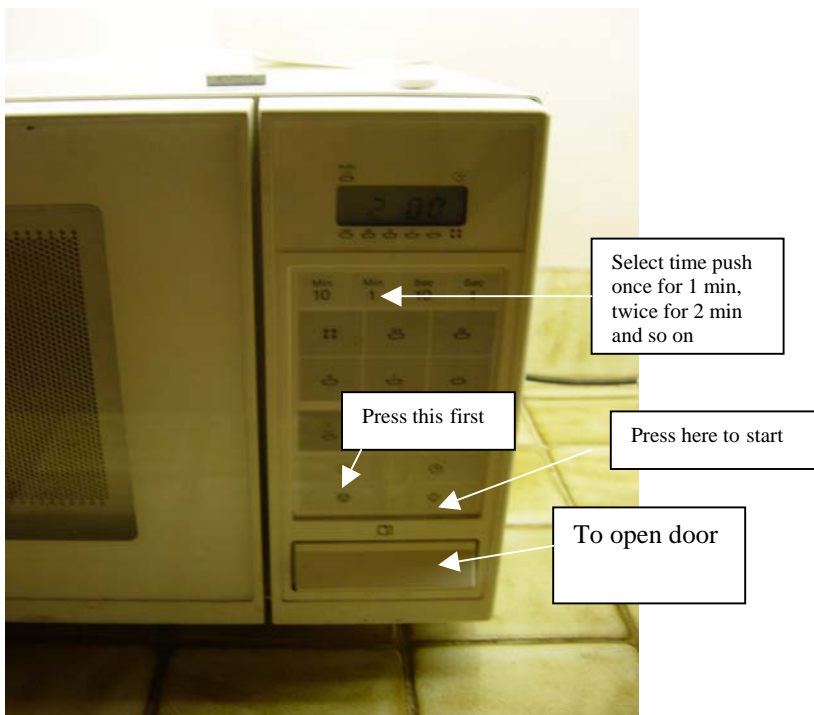


2.3 Microwave oven

1 Press button on left bottom with a triangle

2. Thereafter press “ min 1” on button on the top. If you press 1 time you get 1 minute if you press 2 times you get 2 minutes and so on.

3. Press button bottom right (Quadrate with horizontal line) to start the oven



2.4 Oven

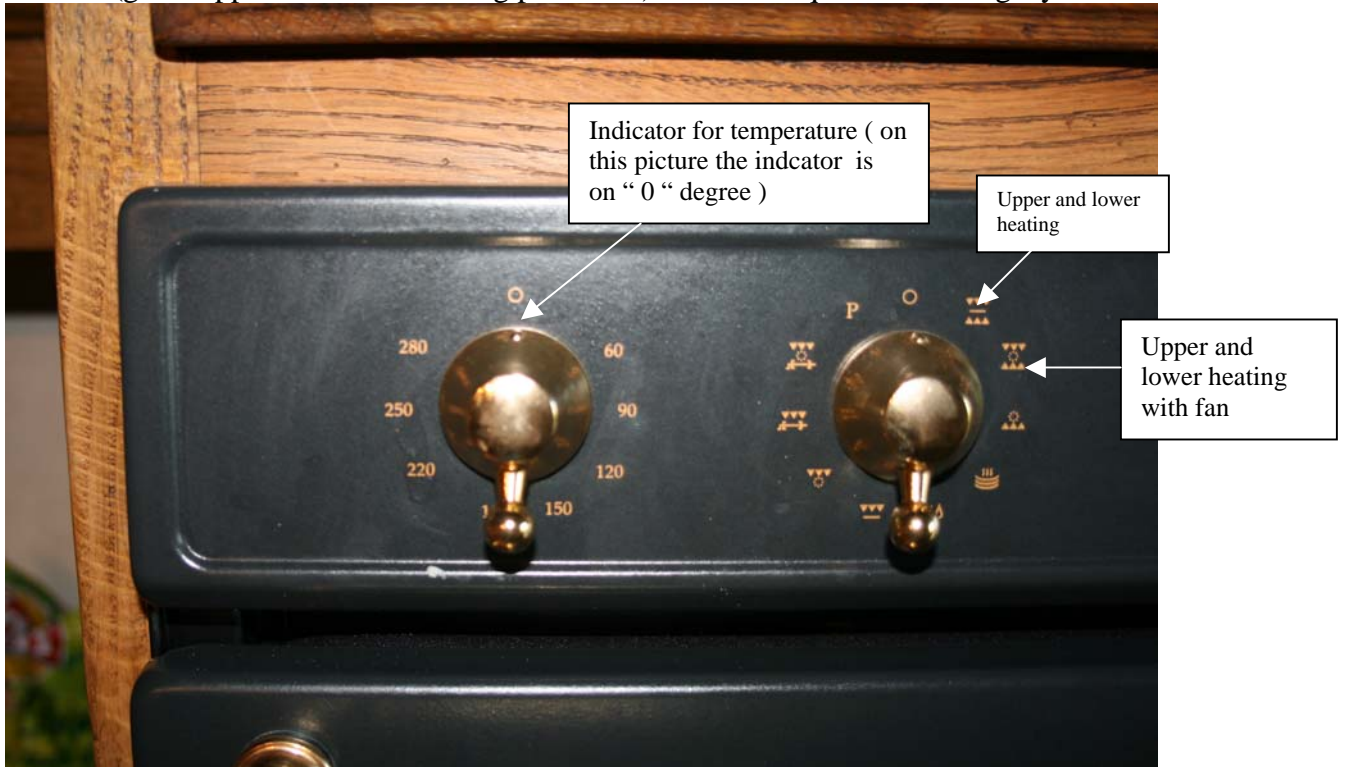
1. Select temperature. (The line indicator on the side should face requested temperature)

2. Use the right handle to choose heating style.

Choose Upper and lower heating (symbol looks like teeth)

Or

The fan (gives upper and lower heating plus a fan) This is the quickest heating style.



2.5 Refrigerator and ice-making machine.

When the refrigerator is turned on the ice machine automatically starts working. Water supply is connected to the ice machine and ice cubes will be automatically made when the refrigerator starts.

To get ice-cubes press your glass against the white plastic part at the back of the opening on the refrigerator door. Please be careful with thin glasses since they easily break when putting the ice in. Please also be careful with glasses that are taken direct from the dish washer. They might be hot and can easily crack when you put cold ice in them.

If turning off the refrigerator please make sure to empty the bin with ice inside the freezer. The ice will otherwise melt and water will flow out on the floor.

2.6 Manuals (from the manufacturer) with instructions how to use the different household machines.

These manuals can be found on the top of the fridge (all in French)

2.7 Pots and Pans

Please only use wood spoons or similar when using the pots and pans in the kitchen. If Metal is used in the Teflon pans the surface will be destroyed.

3. Telephone

You can only call locally on the telephone. Please use your own mobile phone in case you need to call long distance or see instructions below

Tel no to the house is + 33-5-53316297.

If you want to make international calls and call to other parts of France at a lower cost you can buy a telephone card (see below picture) in the Casino Supermarket (the cards are by the checkout counter in the shop).

Follow the instructions on the card and you can call longdistance for a very low cost.



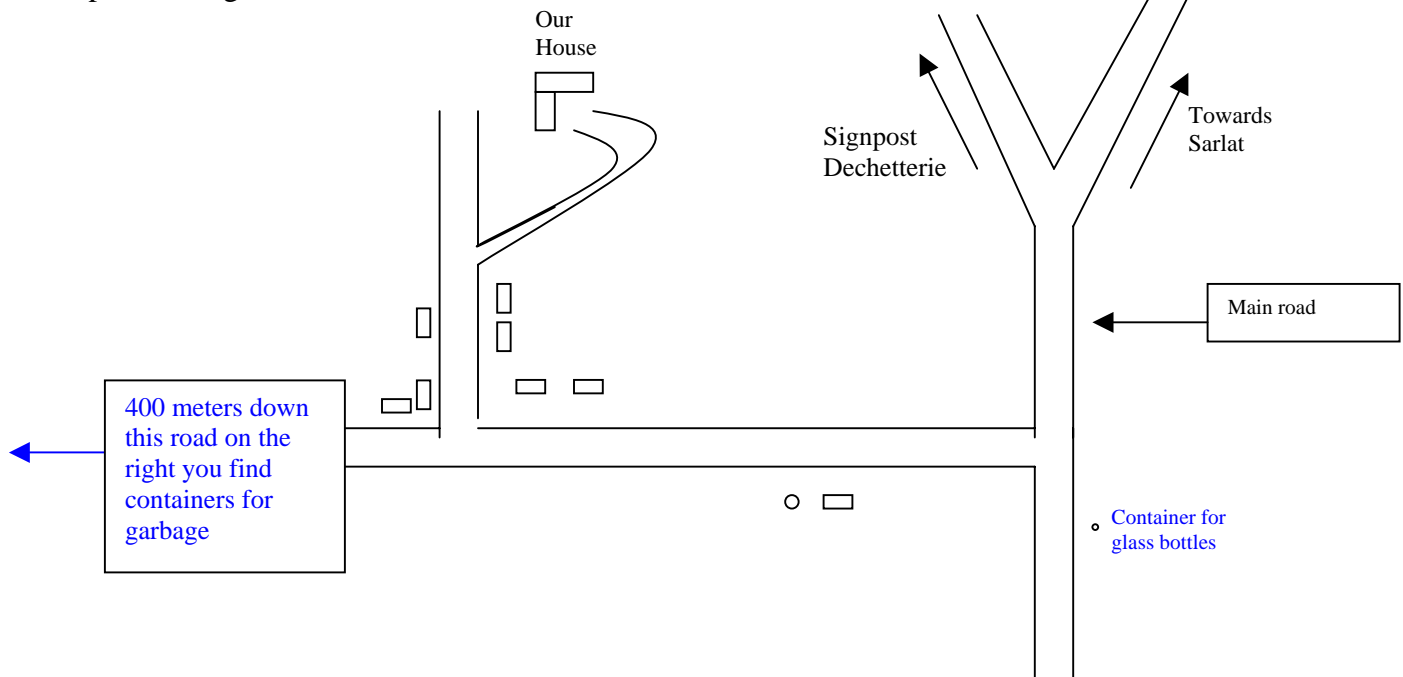
4. Internet access

If you have your own laptop Internet broadband access can be provided at an additional cost of 30 GBP (British Pounds) per week (No additional minute charges). If you want to use this service please email us and we will send you the instructions how to use. The charges will be deducted from your deposit.

5. Garbage

Should be taken in the car and left in the garbage containers provided by the government.

Map to Garbage containers.



6. Cleaning equipment

Cleaning utensils you find in the tall cupboard to the right of the stove in the kitchen.

Please note that we are in a country side setting and that the house is from the 17th century. In old houses like this there is occasionally insects and small spiders coming in. They are totally harmless and a part of the countryside charm.

Spiderwebs might be woven very quick (1- 2 days) and if you find those in the house it is not necessarily a sign unproper cleaning. We ask for your understanding.

Bats are present in the area. Here again they are totally harmless and if they happen to fly in, just open the windows and let them fly out.

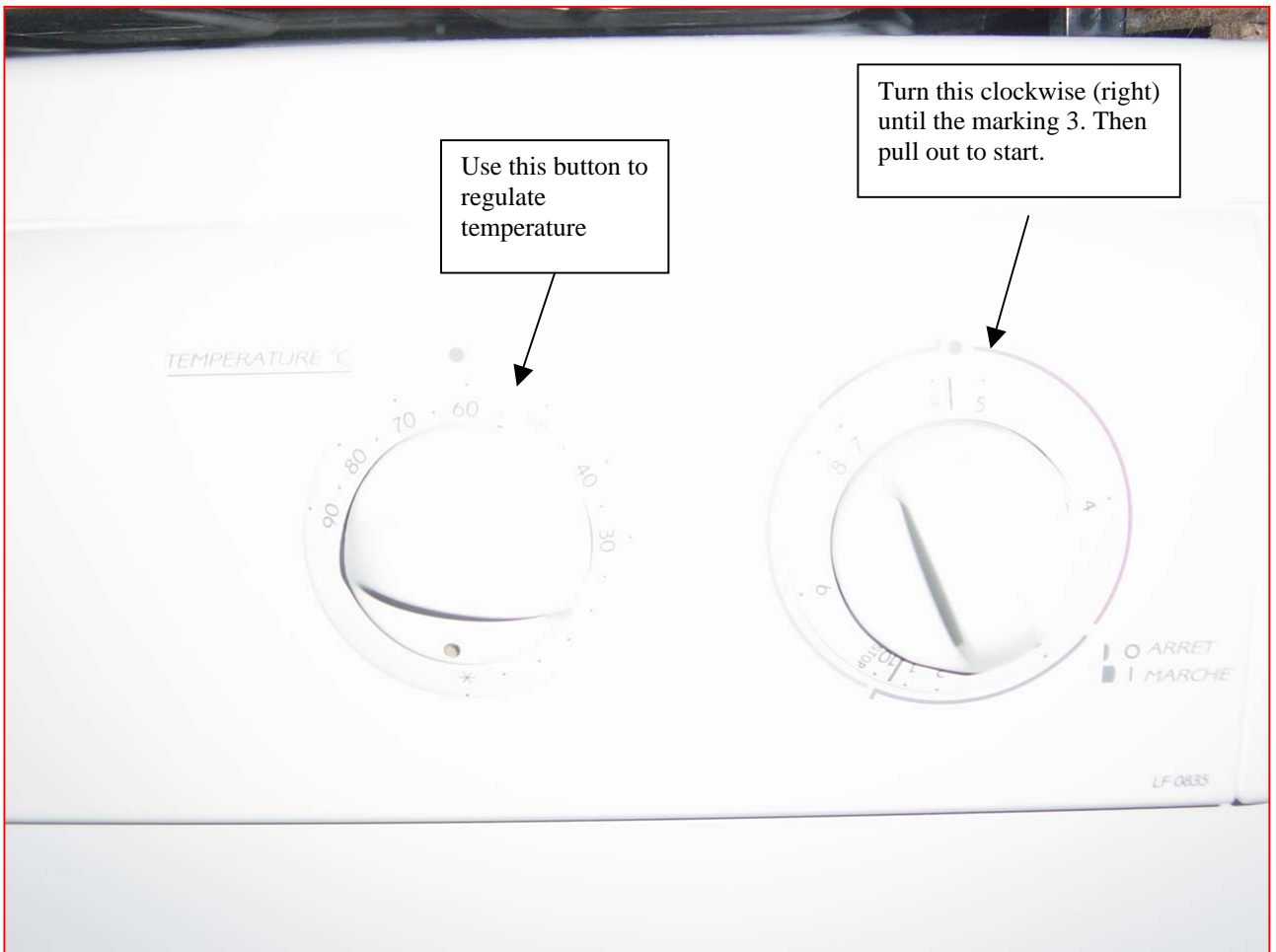
7. Water

The House has public water and it is potable. There is a lot of Calcium in the water and there will be white particles when cooking. It is perfectly ok and nothing dangerous.

8. Washing machine

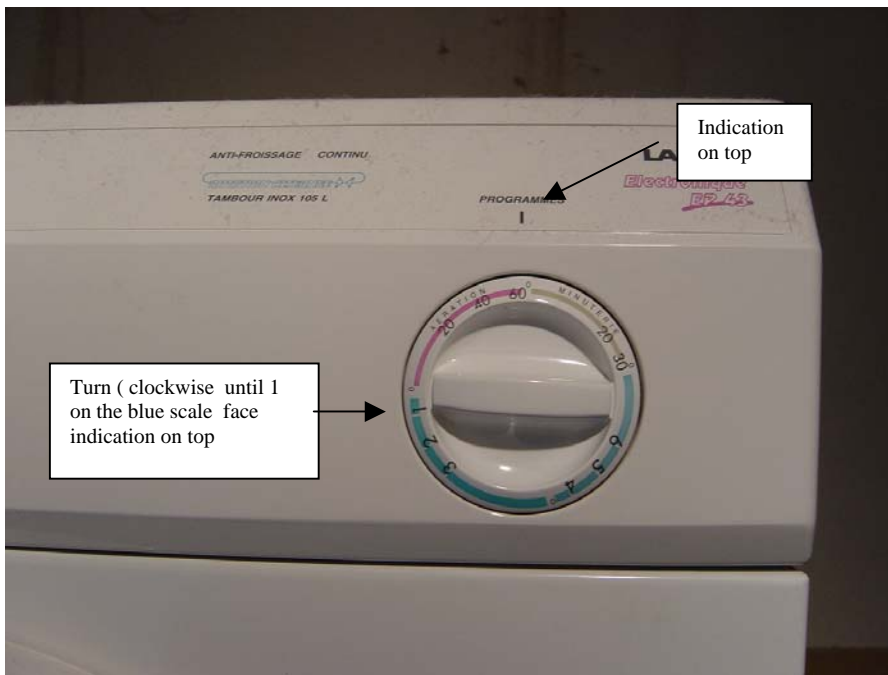
How to use

- a) Put washing powder in (in the middle slot of the washing powder box)
- b) Adjust the temperature
- c) Turn the right button (clockwise) to 3
- d) Pull the right button out (towards you)
- e) Machine will start
- f) Please check that the water is flowing into the washing powder box before leaving the machine.



Tumble dry

1. Make sure the dry tumbler is off. (lamp on top of “ marche button “ should **not** be lit)
2. Turn the knob to the right (clockwise) until 1 on the blue scale is facing the top
3. Push the marche button
4. The machine will automatically stop when laundry is dry
5. If the laundry is not dry repeat procedure 1 to 4.





9. Ironing

Iron board and iron can be found in the laundry room.

10. TV

There are two television sets, one downstairs (in the small room with bookcases behind the kitchen) which is used for French TV and one on the loft above which can only be used for DVD (**Note that this TV only works with the DVD you can not watch ordinary TV on this television set**)

To watch French TV (On the TV downstairs)

1. Push the power button on TV

TV channels

TV channels are switched on the TV (remote control is broken)

Use channel button on TV to switch the channels.

Use the volume buttons on the TV to regulate the volume.

11. DVD TV Upstairs on the loft

Press the on/off button on the remote control see below picture. If the TV is not turned on you need to push the on/off button on the TV as well. When the TV comes on there will be **no picture** but only a fuzzy screen like it was no signal. ([This is OK](#))



Then insert the DVD Disc (There are a library with DVD beside the TV) and press the play button on the DVD players remote control.

If there is no picture on the screen turn everything off and start the procedure again.

The volume are regulated with the black TV remote control) see above

Please note that if you touch any of the channel button (buttons with the numbers) on the black remote control while the DVD is playing the picture will disappear. In order for the picture to come back turn the TV off and then on again.

Please always put back the DVD discs in the same place (in the file) where you took them from, Thanks a lot !

12. Open fire places

There are 5 open fireplaces in the house.

One in the library

One in the kitchen

2 in the living room

One in the basement bedroom.

The one in the basement bedroom does not work it is blocked. Do not use!!!!!!!!!!!!!!

The small one in the living room (closest to the entrance hall) is also not very good and smoke will come in please do not use

Wood can be found in the small shed on the other side of the road (west).

Look out of the kitchen window passed the barbecue area. On the other side of the road you can see the shed to the left.

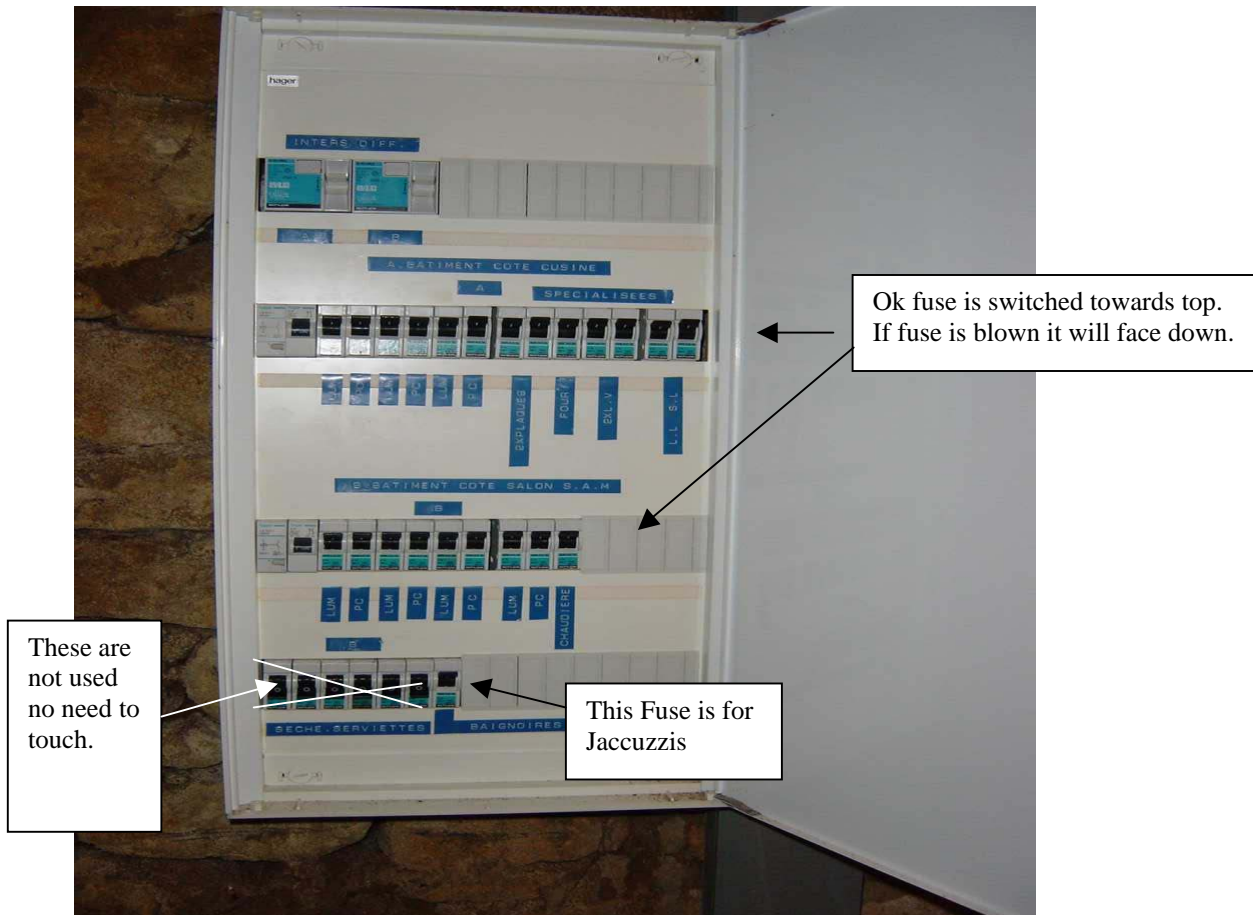
Please be careful with the fire and make sure it is burned out before going to bed.

13. Electricity

In case a fuse blows the box with the fuses is in the “cave”

It is automatic fuses please just switch on if blown.

See picture below.



14. Jacuzzis

The green and yellow rooms on the second floor have Jacuzzis.

How to use

- a) Open the air vent (screw it open) Silver screw on top. When it opens it pops up.
- b) Turn on the water (wait to turn on the Jacuzzi until the water reached over the holes blowing out the air.
- c) Push the turn on button
- d) The Jacuzzi will start.



Please note that the water in some of the bathtubs is draining very slowly. (Especially in the red room) The problem is that the drainage pipes underneath do not have enough sloping angle. It is nothing we can do about it without major construction work.

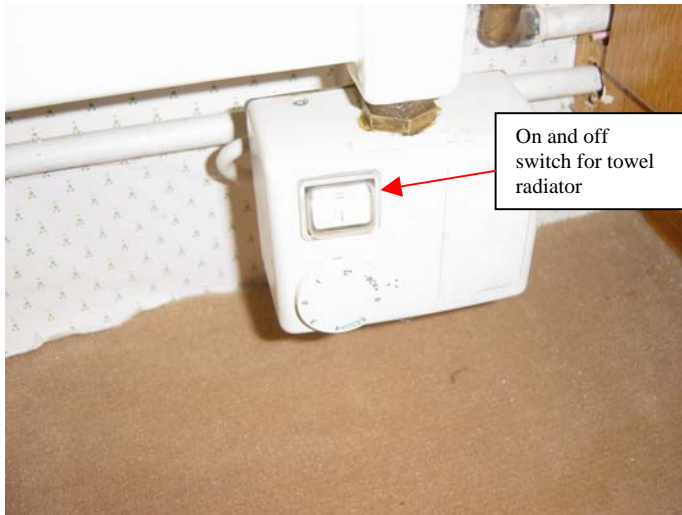
We regret this and ask for your understanding.

Incoming water in the red room is also somewhat slow.

15. Radiators for towels in the bathrooms

The hangers for towels are running on electricity in the summer. Please put the switch on 0 when not in use. (On the bottom part of the towel radiator is a small box with a switch)

Please do not use the radiator for towels in the blue room (on top of kitchen) There is a short circuit and a fuse will blow if turned on.



16. Barbecue area

You are welcome to use the Barbecue oven on the terrace outside the Kitchen.

17. Pool table

Please take care when using the pool table in order not to damage the surface. Please do not let small children play with the pool table.

18. Darts

You are welcome to use the darts board. Before start playing please put some old blanket on the floor to protect it. (You can find some old blanket in the walk in wardrobe by the laundry room)

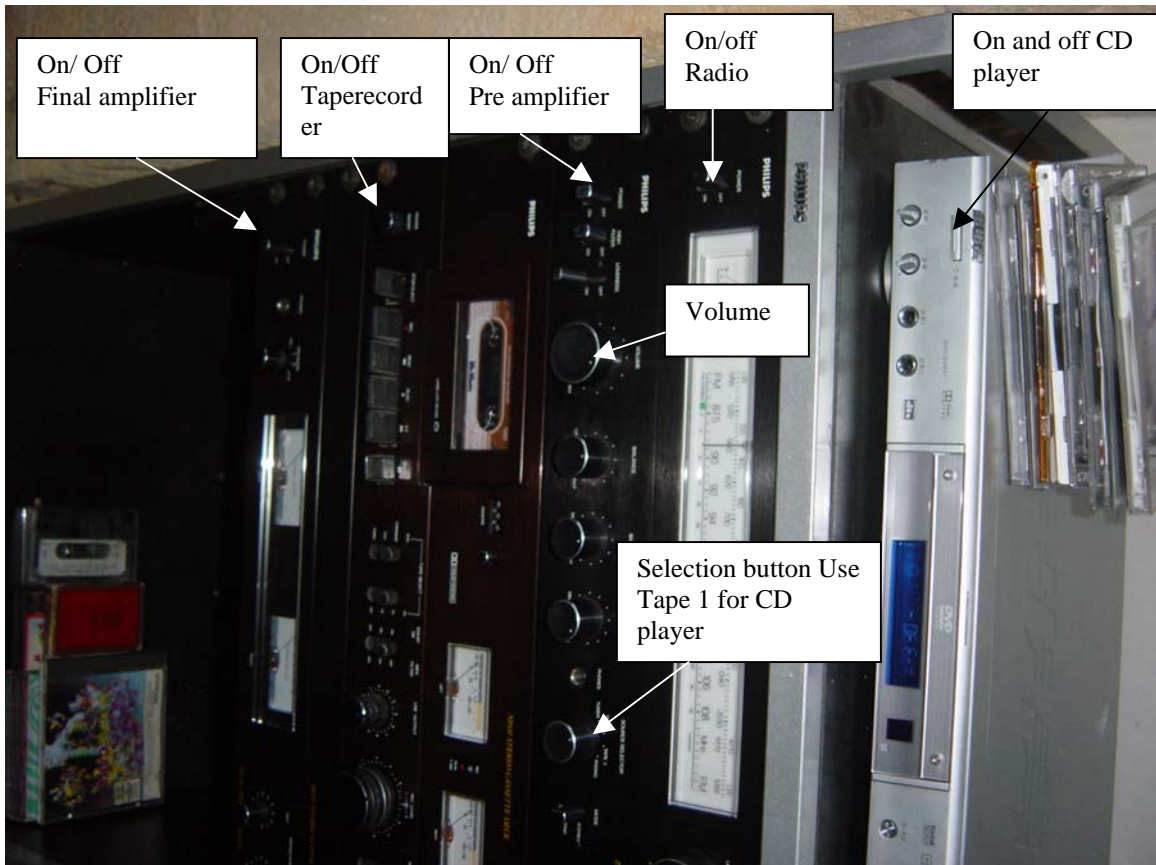
We should have prepared a mat for the floor in front of the Dartboard but we have not done it yet.

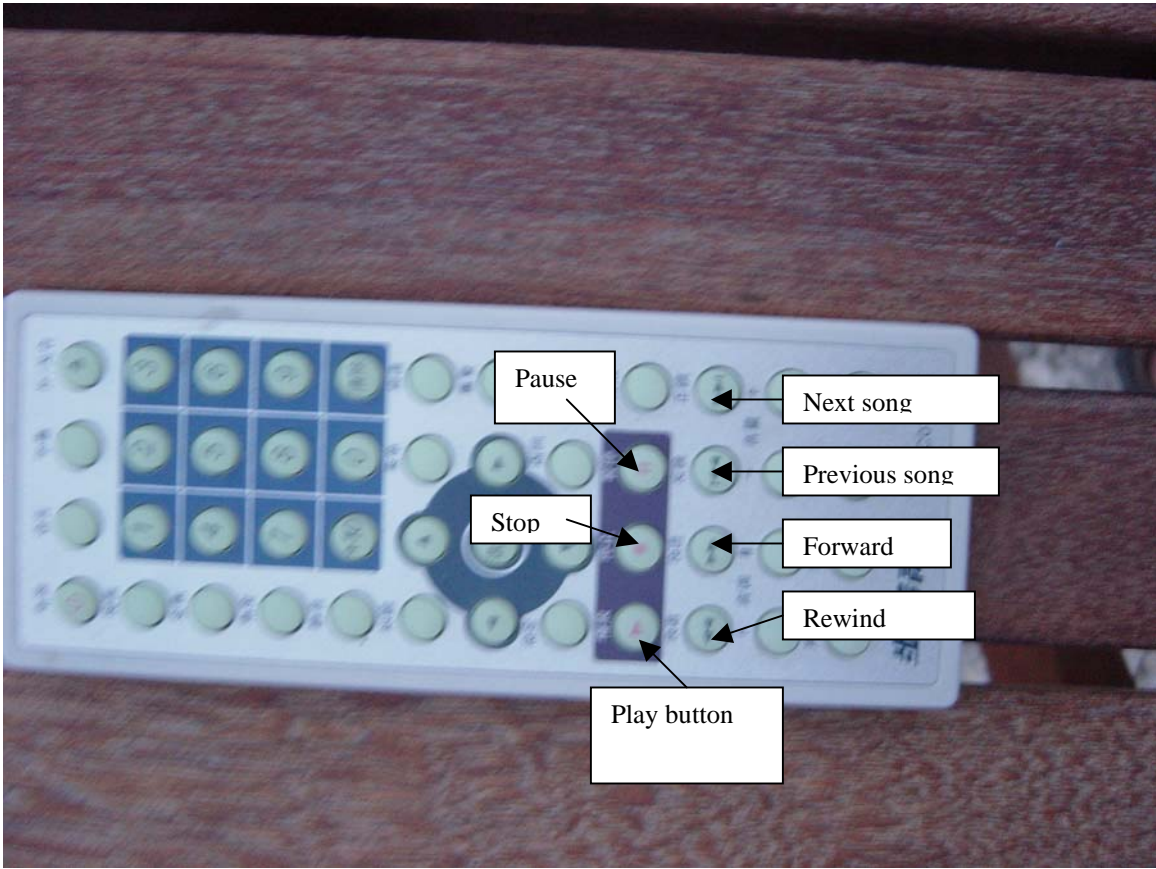
19. Stereo

In the large living room you will find the Stereo

To use

1. Turn on all the on buttons
2. Put in CD in CD player
3. Push start on CD player remote control
4. Please turn off after use





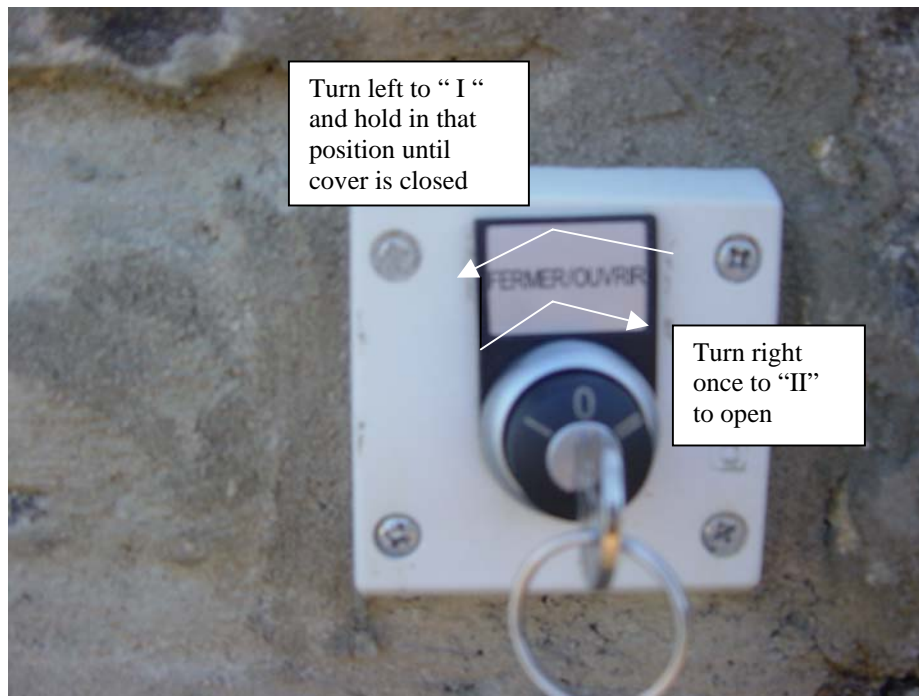
Volume is regulated on the Black Pre amplifier (see picture)

20. Swimming pool

The swimming pool is equipped with an automatic heating system and chlorine system. This is fully automatic. We have a person maintaining the pool and taking care of all the settings. Please do not touch any buttons in the pool control room or on the heater since this might destroy the settings. In case of any problem with the pool please call Mr Stefane Mongie (See under 20.” If any problems “ for contact telephone number) and he will make sure the problem is solved.

The only thing you need to take care of in relation to the pool, would be opening and closing the cover. The cover is controlled with a key. If the key is not already in the control unit (which is located in the wall by the poolterrace, the side closest to the house) the key will be hanging in the kitchen (on a nail below the staircase)

Control unit



To open the cover turn the key right to “ II “. After you turned the key you can let go and the cover will continue to open.

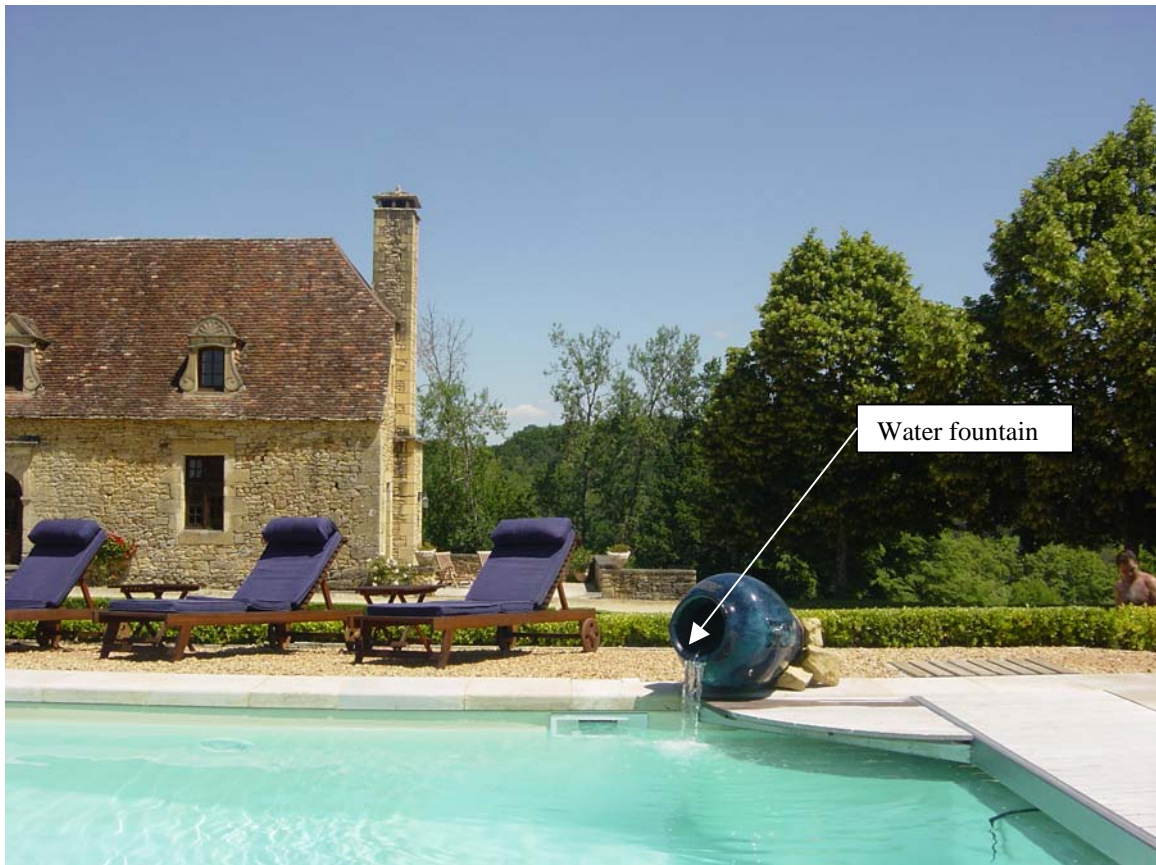
To close the cover you turn the key left to “ I “. For security reasons you need to hold the key in this position all the time until the cover is closed (The need for holding the key all the time make it necessary for the person closing the cover to be by the pool. The person will then see the hole closing process and can be sure that nobody is in the pool when the cover is closed)

After closing the cover always take away the key and place it on one of the nails under the stairs in the kitchen. This will ensure that children can not open the cover !!

As long as the cover is closed it is perfectly safe for children!!!!

If you have kids please make sure that the cover is always closed when there is no adult supervising the pool area.

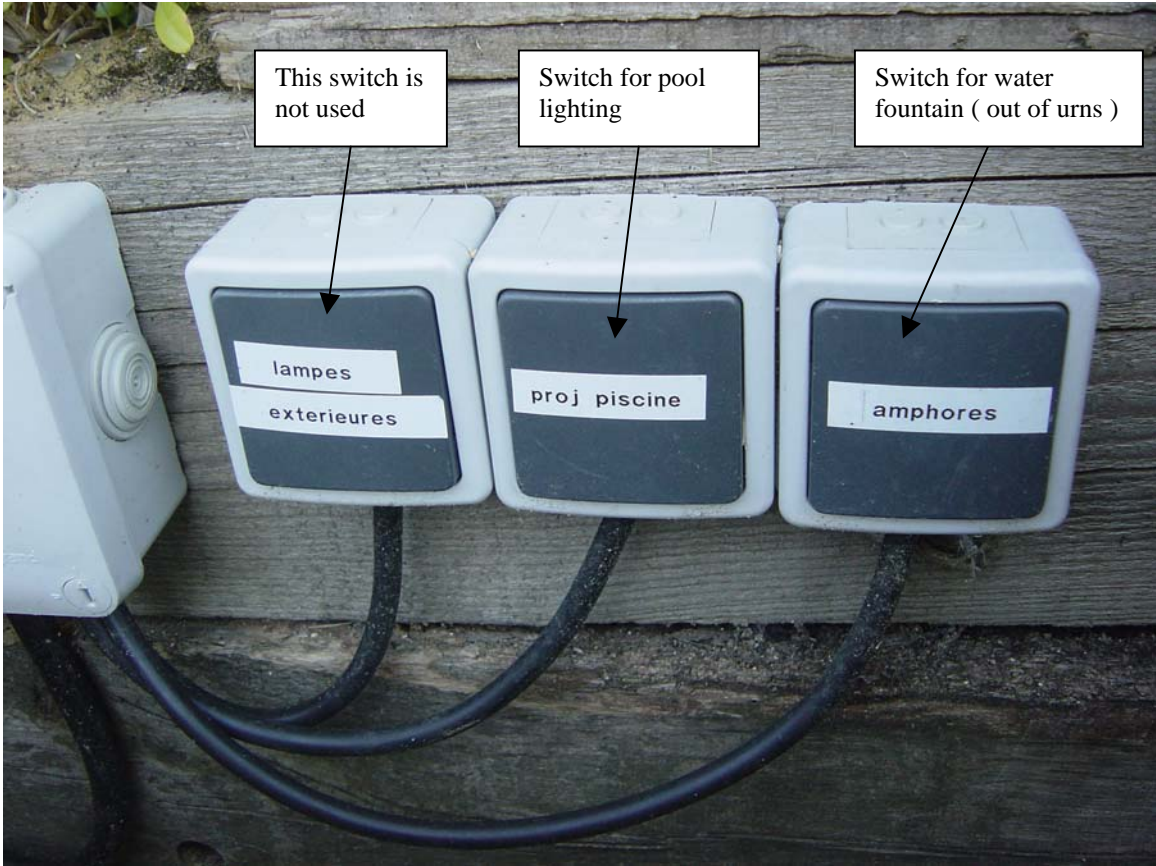
Water fountains (water pouring out of the urns)



To turn the water on please press the switch marked on the photo below. The switches are located in a hole to the left of the stairs leading up to the pool area.

Pool lights can be switched on/off with another switch (see photo below) .

Please make sure that the fountains and the lights are always **turned off** before the pool cover is closed.



Key to open and close the cover of the pool. (hanging on a nail under the stairs in the kitchen)



Umbrellas and Cushions for the Sun loungers

The cushions for the sun loungers are placed in the laundry. Please feel free to use them during the day but always **put them back in the laundry room in the evenings or when it is raining.** (Please do not leave them outside since they will get wet and mouldy)

When you use the Sun loungers please use a towel to lie on in order to keep the cushions clean and protect them from sun lotion

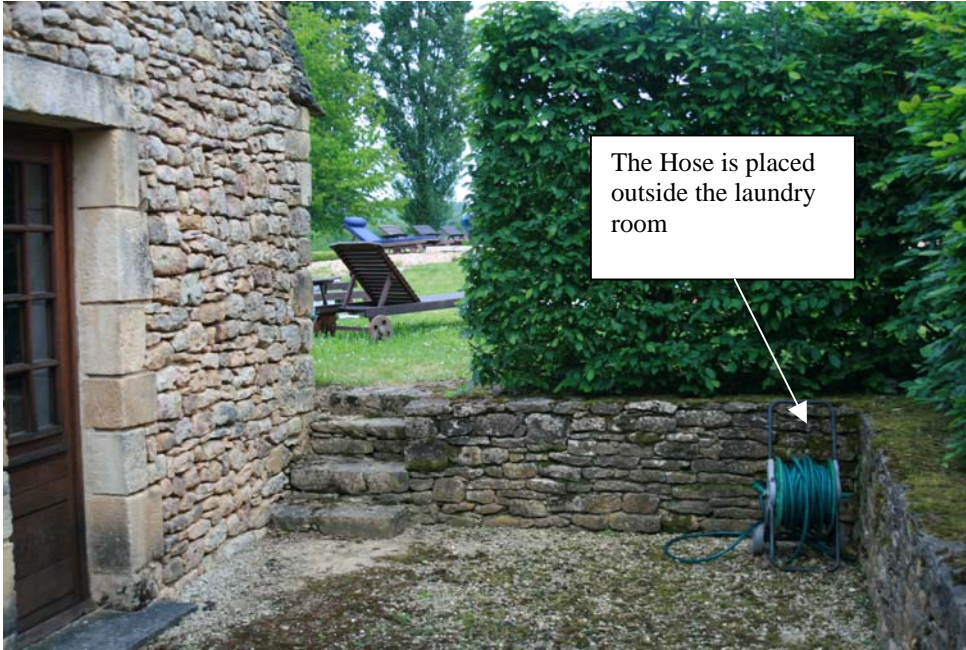


The large umbrellas (protection against the sun) are placed behind the door when you enter the livingroom from the entrance hall. Please take them inside at night and when it is raining. Please do not leave them out since they will become wet and mouldy. Please use the concrete “ slabs “ to place on the Umbrella stands in order to avoid the umbrellas falling if it is windy.



21. Please help us to water the plants

We have been planting roses along the walls of the house and in pots around the garden. France in the Summer can get very hot and the plants will die if they do not get enough water. When you have a drink in the garden anyway please help us to provide a “drink “ for the plants as well. We would highly appreciate your assistance with this.



22. Children safety

On the stone wall on the upper side of the swimmingpool there are 4 really heavy stone lanterns. We put them there when we came to visit the house in early may. We did not have time to connect them to the electricity (they do not work) and we did also not have time to put glue between the different parts of the lanterns. If a large force is used it might be a risk that they could fall over (Very small risk and you need to use a lot of force). Anyway for safety please do not let the kids climb on the wall close to the lantern and on the lanterns risking that the lanterns would fall over and hurt someone.

23. If any problems

If any problems or anything you need to ask in relation to the house please call Mr Stefane Mongie (He unfortunately do not speak any English but I hope you will be able to find a way to communicate with him).

He has been taking care of the house for quite some time and he knows everything there is to know.

His telephone number at home is 05 53312577 and his mobile phone is 06-78201238

If there is a language problem you can always call Christina Petzall on mobile phone +86-13003181812 (Mobile Phone in China) or send us an email on petzall@yahoo.com and we will then call Mr. Mongie to explain. (Please note that if you call the number in China there is a 6-hour time difference. 9 o'clock in the morning in France is 3 o'clock in the afternoon with us)

24. Update of this manual

If there is something missing in this manual, which would have been good to know, we would highly appreciate if you would let us know. Please send us an email after your stay to inform us what we need to add into the manual. We just started to rent the house and there might be useful information that we have forgotten to add into the manual

25. Access to the house

You will have access to the house starting at 16.00 the day of arrival. Stefane Mongie will be at the house from 16:00 to 19:00 and you can pick up the key from him. If you are planning to arrive later than 19:00 please call Stefane Mongie and arrange a time with him when he should arrive at the house to give you the key. In case you are arriving later than 19:00 please also send an email to petzall@yahoo.com and inform Christina Petzall about your approximate time of arrival.

Stefane Mongies telephone number at home is 05 53312577 and his mobile phone is 06-78201238

26. Linen

One set of linen and one towel is provided on each bed.

27. When your stay is over

Please check this before leaving.

1. Check that all doors are bolted (All except for the main door should be bolted from inside)
2. Turn of all the heaters for the towels off (in all bathrooms) electric switch should be set to 0 and the radiator knob closed.
3. Check that all windows are closed.
4. Check that the dishwashers and the washing machines are turned off.
5. Check that the poolcover is closed and the fountains and the pool lights are turned off. Also make sure that the key for the poolcover is placed on a nail under the stairs in the kitchen.
6. Check that all cushions for the sunloungers and the umbrellas are stored in the laundry room

28. Departure

We need some hours to clean the house before the next group arrives. Please therefore leave the house latest at 10 .00 on the Saturday you are departing.

Please leave the house in the same state as you found it. If anything has been broken please inform Mr. Stefane Mongie.

29. Security deposit

We will check the house after you have departed and we will transfer the security deposit back to your bank account as soon as Mr. Stefane Mongie has confirmed to us that nothing is damaged.

30. Have a nice stay

We wish you a very nice stay in Dordogne one of the worlds most beautiful regions.

With Best Regards

Lennart & Christina Petzall