

What to do when you 1st arrive

- Turn the water on – in the top cupboard to the right of the kitchen sink, there is a lever, the water is on when the lever is up, the water is off when the lever is at 90 degrees to the pipe. **Important that you do this first.**
- When you come to use the washing machine, turn on the water to the machine, under the sink in the kitchen. Otherwise it won't wash your clothes!
- Turn the hot water boiler on – in the airing cupboard, (cupboard opposite family bathroom) to the right hand side you will see the emersion tank, plug it in and switch it on (you will see a green light if working)
- Turn the dehumidifier off – in the lounge by the window that overlooks the patio.
- The wi-fi will be already turned on but you will need to use the code and password which you will find written on the box. You will need to search for the device which is HOME 3-A. The WiFi Router is in the lounge to the left of the terrace doors
- The controls for the air conditioning are in the lounge and main bedroom. Please only use this when you are actually in the apartment, rather than running it all day unnecessarily. It costs a huge amount of money in electric and will cool the apartment very quickly.
- The fuse box is on the right hand wall as you come into the apartment
- You will find a spare key on the dining room table, please ensure you leave it here when you leave!
- Please leave the grills shut and locked when you go out as there has been a spate of burglaries. The apartment complex is secure, but as with anywhere, if you leave windows open, opportunist thieves will be in!

When you leave to come home

- Please leave the apartment in the condition you found it. If no one is using the apartment after you please put all the terrace furniture in the lounge. You will be advised if anyone is coming out after you at the point of agreeing dates. If I doubt, assume no one is coming out after you.
- Lock all grills and doors, double locking the front door. The terrace doors must be fully bolted with the key left on the hook inside near the wifi router.
- Leave the spare key in the middle of the dining room table.
- Allow around three hours before your flight to get back to Palma and return your hire car.
- Turn off the water / washing machine water and emersion tank,
 - Unplug the boiler in the airing cupboard opposite the family bathroom
 - Ensure the washing machine water is off
 - Finally, turn off the mains water in the cupboard in the litchen.
- Turn on the dehumidifier
- Pull all of the plugs from all sockets
- We will ask the cleaner to come in after you have left and clean the apartment. If you have thoroughly cleaned it yourself then there will be little for her to do and you will save some money! We will let you know how much she has charged for her work and we will respectively ask you to pay this bill
- Please wash all your towels / swimming towels – it's OK to then leave them drying on the airing rack in the lounge.
- Wash all bedding and remake the beds (please iron!)
- If your flight is first thing in the morning then it is acceptable to wash and remake the beds the night before.
- If you do not wish to wash / iron them then you can take them to the laundrette and the cleaner will gladly collect them for you....just leave the money for her on the dining room table with the receipt. If you do choose to does this then please remake the beds using sheets / covers from the airing cupboard. To find the laundrette turn left onto the main road and at the roundabout go straight over into the industrial centre – you will find it here on the right.
- If you break / damage anything then please be honest, just let us know and we can replace the item – obviously some money towards this would be greatly appreciated.
- If you find something is faulty / broken then also please let us know and we will do our best to get it repaired whilst you are there. We do have a local plumber that we can call upon and have left his details in the apartment.