**Welcome to Honeysuckle Lodge**

**Please take a few minutes to read this notice, and contact us immediately by phone or text if there are problems or issues not covered by the cottage information folder.**

**IN CASE OF FIRE, VACATE THE PROPERTY IMMEDIATELY**

**ASSEMBLE AT GREATHAM HOUSE FRONT DOOR**

**DIAL 999 IF THE OWNERS ARE NOT AVAILABLE**

**COURTYARD :** Please park in the courtyard, round to the right, behind the cottage, to avoid blocking the exit of other vehicles.

There is timed lighting in the courtyard, but there is also outside lighting for the cottage. The switch is marked and situated to the left of the inner glass door. We suggest that if you are returning after dark, you switch on the lights before you to go out.

Your large black (general waste) and red (recycling) waste bins are located in the courtyard. Collection day is **Friday**. Please ensure the appropriate bin is put out on Thursday evening, on the grass area at the front of the cottage for collection. A comprehensive guide to waste and recycling is provided in the folder and noticeboard.

**COTTAGE: You have blue/GREEN packs of items not easily sanitised for your stay.**

**A card with our contact numbers and the Wi-fi password is on the mantlepiece in the lounge.**

This is a hard water area. Water splatter marks are usual. To avoid hard water film on hot drinks, empty the kettle of previously boiled water and draw fresh water each time.

The all-seasons duvets have been selected for the weather which has been forecast for your stay. Please let us know if the weight is not correct for you. Extra pillows can be supplied on request.

The fire alarm on the ceiling in the hallway, and the carbon monoxide detector on the hall cupboard door were tested and logged on the day of your arrival. (Log sheet in Information Folder).

**CHECK-OUT PROCEDURES TO REDUCE COVID SPREAD**

**We respectfully ask that you vacate the cottage by 10am on the day of departure, to allow time for us to prepare for our next guests.**

**Please strip all bed-linen, duvet covers, and mattress and pillow protectors. Put them into white/clear bags then into laundry bags in the utility room, along with all kitchen linen and bath towels. Seal the duvets and pillows into the red lined bags provided in each wardrobe.**

**Please empty the fridge and freezer and put all waste and rubbish in the appropriate waste bins outside. Load the dishwasher with as much crockery and cutlery as possible and turn it on. These measures are to protect our cleaning staff.**

**When you are ready to leave, open the windows in each room and leave the keys in the door of the cottage, unless other arrangements have been agreed.**