

# WELCOME TO GROVE & GROVE'S ELMWOOD RETREAT

Please observe all rules or you may be subject to  
additional charges.

PLEASE TAKE OFF YOUR SHOES UPON ENTRY

PLEASE LOCK ALL DOORS WHEN NOT HOME,  
THANK YOU

No Food or Drink upstairs

## WiFi

The network name is: Guest Network. The password is: 2510reststop

- First Aid supplies are in the downstairs bathroom  
medicine cabinet

## **Emergency Contacts:**

- Homeowners, Michael & Ruth Anne Grove, live downstairs –  
(home phone) 510 841 3976; (cell) 510 604 1473
- Across the hall neighbor – Nadine Kalmes – 310-486-2070 (cell)
- Police Department – 911

# Kitchen:

- FIRE EXTINGUISHERS ARE IN THE CABINET UNDER THE OVEN
- Toaster oven - when you use the timer, you must move it first past 20 minutes, then move it to the desired time, or **IT WILL NOT SHUT OFF.**
- **Do not use knives on wooden kitchen table. Please use cutting boards.**
- Glass coffee maker should always have the wooden trivet underneath it when pouring hot water into it, otherwise It might break.
- **The annoying but useful earthquake safety latches are on all of the upper cabinet doors.**
- **The Knives are very sharp! Be careful.**
- **Be sure to leave some water in the electric kettle at all times.**
- Please do not put any peelings, onion skins, artichoke, celery, etc, down the garbage disposal.
- Owner shelves have been marked. Please do not use any of the items on those shelves.
- Please do not move the ceramics in the apartment.
- When using the oven, please clean up spills or an oven cleaning charge may be taken out of the security deposit.
- Waste
  - We are doing our best to be as ecological as possible, **So Please** use the following bins which are under the sink.
  - • The recycling bin for bottles, cans and paper is on the right.
  - • The green can on the left side is for organic material (vegetable and meat food scraps) and for paper food containers, (wax milk containers, paper plates or paper takeaway). The recyclable corn starch bags for the green can are to the left of it.
  - • The smaller can in the middle is for trash only. Please try to use this minimally. The bags are to the right of it.
- Trash/Recycling is picked up early on Tuesday mornings. The green waste and trash bins are outside to West of the building - toward the bay. The recycling bin (paper and bottles) is outside to the EAST of the building - toward the hills.
- Dishwasher: Please only use powdered detergent, and do not put any wooden utensils or wooden bowls etc. in the dishwasher. Dishwasher soap is under the sink. Please do not run the dishwasher after 11pm
- Do NOT use abrasive cleaners. We have provided non abrasive cleansers only use these.
- The oven has a somewhat delicate ceramic surface so that it can self clean. If you use anything abrasive on that surface, you may damage it. Just use warm soap water and a cleaning cloth after the oven has cooled.

## **Bathrooms:**

- Please do not flush anything other than toilet paper down the toilet.
- Please remove hair from drain after bathing or showering, otherwise, it may clog the system.

## **Living Room:**

- Thermostat: Please do not leave the heat on when not at home. Please turn off the heat when you leave the building.
- TV instructions: Turn TV power on manually. Use the Comcast control for channel selection. To use the DVD, push the TV/video button on the TV. To return to TV, push the button again. Use the DVD remote to run the DVD player, and manually control the sound from the speakers below the TV.
- After 11pm, please enjoy our space quietly in consideration of the neighbors around you. If you have guests leaving after 10 pm, please ask them to leave as quietly as possible. Thank you.

## **Laundry:**

- **Only use the non-scented liquid detergent provided**
- Be sure to use the fan in the laundry room when washing and drying, and please leave the washing machine door open a crack after washing to air it out.

## **Roof:**

- Please make use of the patio furniture & umbrella.
- Be sure to close the umbrella when you leave the roof because the winds may damage it.

# Before Final Check Out

## Check out is 11am

There may be guests arriving right after you depart.

We charge a minimal cleaning fee, so when you leave, please do the following:

- All debris, rubbish, recyclables and discards in designated bins outside.
- Soiled dishes in the dishwasher and start it. Non-dishwasher items thoroughly cleaned and put away. Counters, stove and oven wiped clean. Please leave the kitchen as clean and tidy as you found it.
- Dirty towels and linens put in the laundry room.
- Bathrooms, including tub, toilet and sink, clean and tidy.
- Please leave no later than 11am, Please leave the keys to the apartment on the kitchen table

➤ FYI: An inventory has been taken of all items in the house. Anything broken, damaged, or missing will be charged for the full replacement cost against your deposit.

- Thank you! Ruth Anne & Michael Grove