**Fire Alarm Reset**

IF SAFE TO DO SO, or if the fire alarm has been activated in error, please follow the instructions below to Silence and Reset the Fire Alarm.

**The control panel normally shows what zone has triggered the Fire Alarm. Zone Map shown separately.**

1. The Fire Alarm Key is stored in the key safe next to the Fire Alarm Panel. The code is 0000.
2. **Remove the Key and insert the key and turn to the right (Position I)** – The control panel will show the Fire Alarm Panel is accessed
3. **Press the red button to silence the Fire Alarm**

The Fire alarm will now be silenced if there is no smoke or dust being detected. If the detectors are still sensing smoke/dust then the Fire Alarm will NOT be silenced.

1. **Press the green button to reset the Fire Alarm Panel.**

**Central Heating and Hot Water**

1. Central Heating and Hot Water runs on a timed program to maintain comfortable temperature in the house and provide hot water during the morning and evenings via a hot water tank
2. Central Heating or Hot water can be boosted by clicking the following buttons. The modes will be boosted by 90 minutes.

**Boost Central Heating**

**Temperature Control for Heating**

**Boost Hot Water**

1. Each bedroom has a Thermostatic Radiator Valve to control heating temperature.
2. Please leave the Thermostatic Radiator Valve in rear hallway (same place as the thermostat) **turned off** to ensure Main Thermostat does not turn off.
3. **Other Functions on the thermostat are locked to ensure comfort of each tenant.**
4. **NO ELECTRICAL HEATERS PERMITTED**

**Kitchen**

1. Please ensure kitchen is kept clean and tidy at all times.
2. Cupboard units are marked for each bedroom – please only use your cupboards.
3. Each cupboard has a tray for use, again marked out clearly.
4. Shared cupboards are marked clearly.

**Laundry and Dryer**

1. Please ensure washing machine door is fully closed to ensure correct operation
2. Please remove your washing and drying as soon as possible
3. Be considerate to others in the house

**Fridge Freezers**

1. Fridge and Freezer space is marked out clearly for each Room. Please only use your space.

**Outside Space**

1. Smoking Space is marked outside, with ashtray provided.

**Please contact the Property Manager if there are any issues with heating, plumbing, electricity, maintenance issues.**

**WIFI DETAILS ARE PROVIDED SEPARATELY.**

**NO SMOKING INSIDE THE HOUSE**

**HMO CONTACT INFORMATION BOARD**

**PROPERTY MANAGER**

Inna Melynk on behalf of

MyHouseOnline Ltd

**PROPERTY MANAGER DETAILS**

My House Online Ltd, Heath Barn, Norwich Road, Fakenham, Norfolk, NR21 8LZ

**Tel: 01553 670179**

**email:** **office@myhouseonline.co.uk**

**LANDLORD DETAILS**

ELLORA ESTATES LTD

55 Beverley Gardens, Hornchurch, RM11 3NX

**Emergency Contact Number For Fire / Police / Ambulance: 999**

**WI-FI**

2 WIFI networks that can be used:

* Network name: vodafone3BF5DS

pass: rtGNpqz4a9dGMRGX

* Network name: TStwinson

password: HappyHMO109

Bedrooms 7-9 should use the TStwinson network for better connectivity.

Bedrooms 1-6 can choose either network depending on their preference