



## Swan House

24 Bridge Street, Leatherhead, KT22 8BZ



### Access to the block.

The **pedestrian entrance** to Swan House can be located along Bridge Street. To access the block enter the code: **bell 7056 bell** into the building entry system, which is located to the right of the main building entrance.



Building entry system

The communal stairwell can be located in the entrance lobby, alternatively continue through the fire door on the far side of the lobby to access the communal lift.

**Building entry system:** The apartment is equipped with a building entry intercom next to its communal door. Visitors to your apartment should press the corresponding button on the intercom system to make the handset located in your apartment hallway ring. Lift the handset to speak to your visitor (you will be able to see them in the digital display) and press the button with the image of a key to allow them access. If you do not wish to permit access simply replace the handset.



Building entry system

Apartment hand set

### Access to the car park.



The car park entrance can be located along Bridge Street to the left of Swan House. The gate requires a car park zapper to open the gates.



Car park entrance

Car park

There is no direct access from the car park to the block so please exit the car park through the pedestrian gate and enter the block through the main building entrance.

**Mail boxes:** are located on the ground floor in the lift lobby. A mail box key will be provided on check in.

**Bicycle store:** The bicycle store is located in the rear car park.



**Refuse store:** The refuse store can be located in the rear car park



**Emergency water shut off.** The emergency water shut off valves can be located in the hallway cupboard which contains the boiler.



Water close off valves.

**Power.** If you experience any problems with your power or light bulbs blowing during your stay please note that you have a fuse box located in your hallway cupboard. Please ensure that all of the switches are on the up / on position.



**Hot water** Boilers are fitted in each apartment. Should there be an issue with hot water, firstly check that the fuse is on and there is power going to the boiler. If this all looks ok, but still no hot water, a specialist Rointe Engineer will need to attend. This is arranged by Serviceteam on 0207 837 4914/ [servicedesk@serviceteam.co.uk](mailto:servicedesk@serviceteam.co.uk)

**Heating:** The heating will be programmed prior to your arrival however adjustments to the programme can be made using the digital control panel located on each heater. Firstly please ensure that each heater is switched on at the wall.



Electric wall heater



Power switch

**Kitchen appliances:** The main power switched for the kitchen appliances can be located found in a central bank of switches on the kitchen splash-back. The oven will have separate red power switches. Please note that the time needs to be set on the digital display for the oven to function; to set the clock hold down the button with the arrows and turn the dial to set the time.

### Setting the clock

After the appliance has been connected, the ⌚ symbol and four zeros light up in the display. Set the clock.

1. Press the ⌚ button.

The time 12:00 is shown in the display.

2. Use the + or - button to set the clock.

After a few seconds, the time that has been set is adopted.

**Bathroom:** Each bathroom is equipped with an extractor fan which is activated by the bathroom light, the main power switch for this can be located above the bathroom door, please ensure that this is left switched on to prevent the build-up of excess moisture in the bathrooms. A heated towel rail can also be found in each bathroom, the main power switch for this can be located outside the bathroom just above the skirting board.