

Butler Close

Information For Residents

Welcome

Welcome to Butler Close. We hope that you enjoy it as much as we did. We want your stay to be as relaxing and enjoyable as possible but If you have any problems or something is not working please let us know.

This is an online document and the link to it is:

<https://cocallag.github.io/bclose>

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Key information

- The postcode is OX2 6JG.
- You will need to register for council tax www.oxford.gov.uk/council-tax
- The hot water control panel is on the wall to the right of the refrigerator.
- The electricity meter is in the cupboard in the hall.
- The water mains stop cock is in the cupboard in the wall at the far end of the kitchen.
- There are manuals for appliances on the website <https://cocallag.github.io/bclose>
- You may wish to arrange insurance for your property as it will not be covered by the buildings insurance.

Fire

- In the event of a fire raise the alarm.
- There is a fire blanket in the kitchen on the side of the fridge/freezer.
- There is a fire extinguisher in the hall just outside the kitchen.
- In the event of fire leave the building by the front door.

House tips and rules

- We greatly appreciate your help in respecting our neighbours, minimising the environmental impact and looking after the furnishings and appliances.
- Please do not smoke or vape in the house.
- Ensure that there is ventilation when needed by opening windows.
- Please put sanitary products in the bin and not down the toilet.
- Please use trivets or mats for hot dishes on the dining table (these should be in the top drawer on the main living room side of the kitchen peninsula).
- Please clean up spillages especially on the sofa, dining chairs, carpets and headboards as quickly as possible to minimise damage.
- Please do not charge electric bicycles in the property.

Kitchen

Fire safety

There is a fire blanket in the kitchen to the right of the door as you come into the kitchen. There is a fire extinguisher in the hall just outside the kitchen.

Cooking Hob and Oven

The cooker is an AEG Competence 5210 V. There is a handle for the grill and this handle is usually kept in the drawer opposite the cooker. Check that the power to the hob and oven is switched on at the wall.



The knobs to the right of the display panel control the hob. There are four sets of controls, one for each ring. Place a pan over the appropriately sized ring on the hob.

The knobs to the left of the display panel control the two ovens. The controls with the downward pointing arrows control the large lower oven. The control with the upward pointing arrows controls the upper oven.

There are some instructions for the hob and oven [online](#).

The following instructions for a different model at this [link](#) may be of some use.

Microwave

The microwave is a Toshiba 23L digital solo microwave oven. Model ML-EM23P(SS). A manual is available [online](#).

Kettle

The kettle is a Russell Hobbs Inspire kettle 24360. The user manual is available [here](#).

Toaster

The toaster is a Russel Hobbs Inspire 2 Slice White Toaster 24370. The user manual is available [here](#).

Fridge-Freezer

The fridge freezer is a LEC T5039W 444440470. The user manual is available [here](#).

Extractor fan

The extractor fan for the hob is a Lamona LAM 2205 and is in the hood that pulls out above the hob. There are switches to control this on the panel on the right-hand side under the hood. A manual is available [here](#).

Ventilation

There is a vent in the top of the wall that backs onto the bathroom. Always leave this vent open and do not try to adjust it. Air is removed from this vent, but there needs to be a route for air to flow into the room for it to be able to work properly. Ideally there also needs to be a route for air to get into the apartment for the ventilation to work well, so opening a window helps with this.

Washer-Dryer

The toaster allows you to look at the toast to see if it is done using the large lever and this does not stop the toasting. Turn the dials to set the toasting level. Press the button on the end of the dials to stop toasting. To toast frozen bread, push the inner buttons which has a star/ice crystal symbol. To toast one side, for example of a bagel, push the outer buttons with the bagel symbol on.

Washer Dryer

The washer dryer machine is a Zanussi ZKG7145 machine, product number 914604048 | 01, serial number 411 001115. The user manual is available [here](#).

Main room

Heating

The storage heater in the main room is a Newlec NLSH 150 Storage Heater Series b. There are instructions [here](#) – Newlec make models that are sold with different names, so although these instructions are for a Sunhouse model they are essentially the same. There is also a Quick Start Guide and a FAQ.

Storage heaters store heat during the night when the electricity cost is relatively low and then release the heat during the day. The control panel is on the top of the heater.

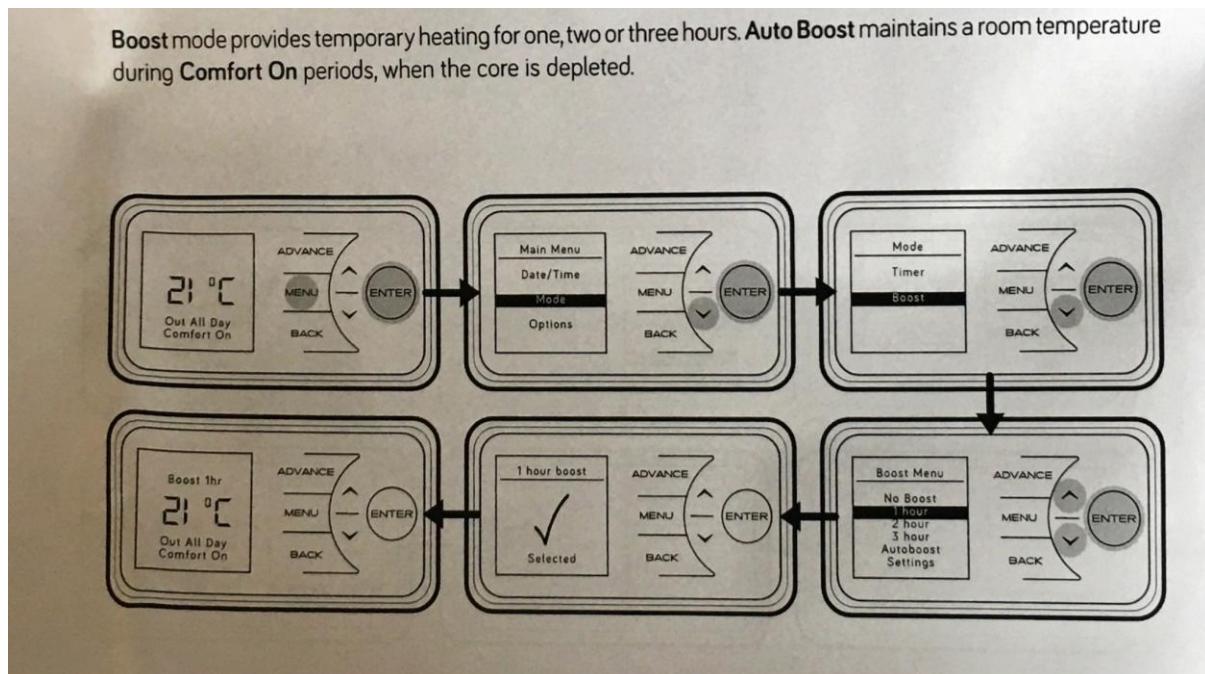


If you need heat now follow the instructions in the image below to use Boost mode:

1. To use Boost mode to get heat now:
 - a. Press the screen to activate it.

- b. Press Enter to select Menu
- c. Press the down arrow to select Mode and press Enter
- d. Press the down arrow to select 'Boost' and press Enter
- e. Use the up and down arrows to select the time you want the heater to be on for and press Enter
- f. Select Modify and press Enter
- g. Modify the times using the arrows and then press Enter

Boost mode will use off-peak electricity if it is available, but otherwise it will use standard rate electricity.



The standard setting is the 'out all day option' which is usually currently selected and is on 7 to 8.30 on morning and 1700 to 2200 in evening. If you are at home at other times you can select boost for 1-3 hours. The temperature is usually set to 19 degrees C but can be adjusted.

The instructions can seem more complicated to describe than they are in practice.

If you want to change settings:

Press the screen to activate it.

2. To change the temperature—press up and down to change the temperature displayed
3. To change the 'out all day' heating times:
 - h. Press Enter to select Menu
 - i. Press the down arrow to select Mode and press Enter
 - j. Select 'Out all day' and press Enter
 - k. Select Modify and press Enter
 - l. Modify the times using the arrows and then press Enter

Bathroom

The bathroom light switch is switched using the cord in the bathroom.

Please dispose of sanitary products in the pedal bin and do not put them down the toilet.

It is good to wipe down any wet surfaces to keep them clean.

Towel rail

This is an electric heated towel rail radiator. The power switch for this is outside the bathroom.

Shower

This is an electric shower and it heats the water itself, so will provide a hot shower even if the main hot water is not switched on. The shower is a Triton Madrid II. The top knob controls the flow and the lower knob controls the temperature.



When using the shower it is sensible to use the filter insert for the plug as this catches hair which can then be put in the waste bin rather than blocking the plug.

The power supply for the shower is in the wardrobe in Bedroom 1.

Ventilation

After using the shower or bath it is sensible to leave the bathroom door open to ventilate it properly. There is a vent in the top of the bathroom wall that backs onto the kitchen. Always leave this vent open and do not try to adjust it. Air is removed from this vent, but there needs to be a route for air to flow into the room for it to be able to work properly. Ideally there also needs to be a route for air to get into the apartment for the ventilation to work well, so opening a window helps with this.

Bedroom 1

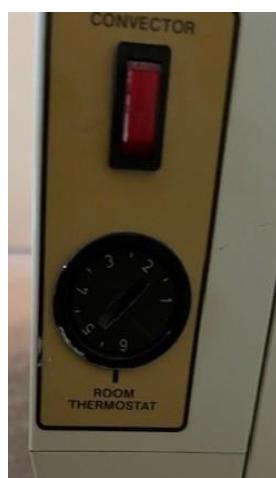
This is the larger of the two bedrooms and contains the double bed.

Heating

The heater in this is a Creda storage heater. Storage heaters store heat during the night when the electricity cost is relatively low and then release the heat during the day. On the top of the heater there is a flap which has two dials underneath it. The dial on the left 'Overnight Charge' can be adjusted to alter the temperature required in the room. When this is turned up, more warm air is given out by the heater. The dial on the right 'Room Temperture' determines how much heat is stored in the heater overnight. This may need to be altered with the season and is likely to need to be higher in winter than in spring or autumn. If there is not enough heat during the day, turn this up to store more heat for the next day.



There is also a control on the right side of the heater allowing thermostatic control of the room temperature.



Windows

For the full-length window, the upper inner window has two white levers under the bottom edge which retract a white tab at the back of the inner window. When the upper window is moved up, the levers should be pulled away from the window to retract the tabs. When the window is in place the levers should be pushed towards the outside so that the tabs fit into a groove in the top of the lower inner window.

Bedroom 2

This is the smaller of the two bedrooms and contains the single bed.

Heating

The heater in this room is a Creda heater and has a three-position toggle switch. The heater can be switched on at any time by switching the toggle switch to the 'Always on' position. If you want it to come on and off at particular times, switch to the 'Programme' position. Then rotate the dial above the switch clockwise so that the vertical arrow points to the current time on the 24 hour clock. Then push the plastic tabs towards the centre of the dial for the times when you want the heater to be on. The orange background should then be visible for these times.



Windows

For the full-length window, the upper inner window has two white levers under the bottom edge which retract a white tab at the back of the inner window. When the upper window is moved up, the levers should be pulled away from the window to retract the tabs. When the window is in place the levers should be pushed towards the outside so that the tabs fit into a groove in the top of the lower inner window.

House information

Council Tax

You will have to register with the city council and pay council tax. The property is in Property band D for council tax purposes. If you are exempt from council tax you still have to register and then claim an exemption.

<https://www.oxford.gov.uk/council-tax>

Insurance

Butler Close insurance covers the fabric of the building. Insurance for your own property is the responsibility of residents.

Staircases and Landings

Staircases and landings must be kept as clear as possible for reasons of safety.

Clothes drying area

There is a drying green with seven rotating airers at the north east corner of the gardens. Articles should not be dried elsewhere in the gardens or left hanging from windows

Bicycles

There is a bicycle rack at the far end of the car parking spaces, next to the gated waste disposal area. It is helpful if bicycles are kept there rather than in stairwells where they may be a safety hazard

Waste collection

Waste should be placed in the large bins in the two allotted gated areas, one near the main entrance and the other at the north-west corner of the site. Non-recyclable waste (landfill) should be placed in the green bins and recyclable material – which includes paper, cardboard, glass, plastic bottles – directly in the blue bins, not in bags. Food waste should be placed in the marked red bins. These are all emptied regularly.

Objects which are too large to be placed in the blue bins can be collected by the council by arrangement. These can be left in the fenced area next to the bicycle shed in the north-west corner. No other items should be left in this area, and the council must be contacted at 01865 249811 or recycling@oxford.gov.uk to arrange collection of any item deposited. Please attach a notice to any item left confirming that the council has been contacted and giving your flat number.

Other useful local services exist for recycling - details are sometimes posted on the notice-board.

Water

The water stop cock is in the cupboard in the wall at the far end of the kitchen between the fridge and the washing machine. You should not need to access this.

Hot water

Hot water for the taps is controlled from the heating panel on the wall to the right of the fridge in the kitchen. This is a NewLec Economy 7 quartz water heating controller and controls the hot water supply. There is a video online that explains how to operate an Economy 7 quarts panel.

<https://www.youtube.com/watch?v=m0hByETuVno>



The large dial on the top left should be rotated clockwise so that the correct time in 24-hour time is lined up with the line for 'summer time' or 'winter time' depending on the season.

Timed hot water

- If you do not want any hot water to come on regularly at any time switch the top right-hand switch to 'water heater off'.
- If you do want hot water to come on at particular times switch the top right-hand switch to 'timed'. The times that the hot water comes on are already set in the device.

On-demand hot water

If you do not have hot water already and want hot water you can use the Boost mode. To do this rotate the smaller lower white dial to set the number of minutes that you want the hot water to be heated for. The boost light will go on. If the notch on the dial is set to 60 that means that the hot water will be being heated for 60 minutes. The hot water will take time to heat up so set this in advance of the time that you want the hot water.

The shower heats its own hot water supply, so you do not have to wait for water to heat up before having a hot shower.

Electricity

The fuse box and electricity meter are in the cupboard in the porch area. The meter shows three readings, the total reading, the standard rate reading and the economy rate reading (used overnight for the heaters).

Environmentally friendly living

Our aim is for Butler Close to be as environmentally friendly as possible. The building is relatively warm and well insulated. It heats up easily in winter and retains its temperature, but is also cool and comfortable in summer and well-ventilated.

Vacuum cleaner

This is a Bosch device and there are instructions online [here](#).

Basic operation is described [here](#).

The dust container needs to be emptied as described in the [instructions](#) below and the filters may need to be cleaned.

Wi-Fi

Please arrange your own Wi-Fi and broadband or phone access.

Garden

You are welcome to use the garden which is regularly maintained.

User Manuals for Appliances

There are links below to the user manuals you may want. You may find it easier to use these links from the Merry Bank website at the link below—click ‘User Manuals’ on the navigation bar menu. Please see the QR code on page 2.

<https://cocallag.github.io/bclose>

Cooking Hob

<https://cocallag.github.io/bclose/documents/hob.pdf>

Fridge Freezer

https://cocallag.github.io/bclose/documents/fridge_freezer.pdf

Kettle

<https://cocallag.github.io/bclose/documents/kettle.pdf>

Microwave

<https://cocallag.github.io/bclose/documents/microwave.pdf>

Oven

<https://cocallag.github.io/bclose/documents/oven.pdf>

Toaster

<https://cocallag.github.io/bclose/documents/toaster.pdf>

Vacuum

<https://www.bosch-home.co.uk/manual/8001278398/182430603>

Washer Dryer

https://cocallag.github.io/bclose/documents/washer_dryer.pdf