# EDEACOR HOUSE MANUAL

### RULES

No smoking
No pets
No overnight guests

All parties, events must be approved by The Deacon.

Furniture is not to be moved (unless pre-authorized by The Deacon).

Sorry, daily housekeeping is not offered.

Please respect the space and leave the unit reasonably clean upon check out. If the unit is left in poor condition, additional cleaning fees will be collected.

Garbage must be placed into the appropriate bins on the landing to the left of the kitchen. Bins are emptied daily.

## CONTACTS & SAFETY

For anything that you might need or any problems that arise, please phone or text us immediately at:

(347) 868-2996

Or you may send us an email at: <a href="mailto:stay@thedeaconphl.com">stay@thedeaconphl.com</a>

**Emergency: dial 911** 

### **POLICE**

Philadelphia Police 17th District 1201 S. 20th Street 215-686-3170

### **FIRE**

Ladder 05
711 S. Broad Street
215-685-6899

### HOSPITAL

Jefferson hospital 132 S. 10th Street 800-533-3669

### **URGENT CARE**

Jefferson Urgent Care 700 Walnut Street 215-503-7300

### PHILADELPHIA CITY INFO

Visitphilly.com
Uwishunu.com

### INFORMATION

CHECK IN 4 PM
CHECK OUT 11 AM

### **LOCATION**

We are located at:

1600 Christian Street Philadelphia PA 19146

Guests access the building through the main entrance located on Christian Street (use the smart entry system to the right of the green doors.)

To access your guest room: Use the lockbox located next to your room number.

### WI-FI Network Deaconguest2 Password arrivefirst

### **ENTRY**

24 hours prior to your arrival you will receive a welcome email that consists of your entry code. Remember, your entry code is unique and will work for the duration of your stay; we ask you do not distribute this information to those not staying at The Deacon. Your access code will terminate at llam on your check out date.

Access can also be granted thru our digital concierge "Smart System."
By pushing the video intercom button we can allow entry to The Deacon remotely.

### **PARKING**

24 hour parking is available at:

Lincoln Square 1040 1 S. 15th Street

Entrance on the left-hand side of 15th Street.

### TV

To operate the TV just turn on using the red button on the remote. The home screen will appear with several channel options. There are tons of movies, shows and games available.

If you wish to rent movies or TV shows outside of what's available, please note there will be a charge upon check out.

Smart TVs are located in each room and guests are encouraged to use their own accounts to access shows and movies. Cable TV and premium channels are available in the Media Room, Bedroom 1, and Bedroom 4.

### AIR CONDITIONING & HEATING

Air conditioning and heating is controlled by a handheld controller mounted on the wall. Simply take the controller and aim it at the unit mounted on the wall and turn it on using the read off/on button. Adjust the temperature to your desired setting using the up or down arrow.

Return the controller to the cradle on the wall as this is also used as a thermostat.

\*DO NOT CHANGE THE MODE FROM COOL TO HEAT OR VICE VERSA. YOU CAN ADJUST TEMPERATURE OR TURN OFF THE UNIT, BUT BY SWITCHING MODES YOU WILL TURN OFF THE AIR IN YOUR AREA AND SYSTEM WILL NEED TO BE RESET.\*

### COMMON AREA LIGHTING & FANS

Common area lights and fan switches are located on the rightside wall near the main doorway. These switches operate the main chandelier, ceiling fans and work/ lounge area.

### KITCHEN

We have coffee and tea available for your use and a full-service kitchen including stove top, ovens, refrigerator and microwave.

We have everything you need to make you feel right at home; including China, flatware, glasses and utensils.

### RECYCLING

Recycle items by placing them in the blue bags in the kitchen trash bin.

Food and beverage left unattended will attract unwanted creatures. Please treat our kitchen like you would treat your own.

Please do not tamper with cameras, smoke detectors and common area thermostats.

### **IPAD**

Feel free to use this iPad during your stay. You may use different apps such as Caviar, Go Puff, and Instacart by signing into your personal account.

### SONOS

The space has SONOS throughout. You DO NOT have to download the app as all speakers are discoverable in your player settings on any smart phone. Each speaker has a color and labeled as such. The GREEN speaker is above the kitchen area and the Theater is the projector room. We love music at The Deacon, nothing sounds better under those vaulted ceilings!

### **PROJECTOR**

The white remote will turn the projector on and off with the blue button. The Verizon Fios remote will control the cable box hidden behind the record player in the left corner of the room.

### **GUIDEBOOK**

See our personal guidebook for the area's best of the best.

### NEIGHBORHOOD MARKETS, BEER & WINE

### **Sprouts**

1000 S. Broad Street Philadelphia, PA 19146

### **Trader Joe's**

2121 Market Street Philadelphia, PA 19103

### **Heirloom Market**

2303 Bainbridge Street Philadelphia, PA 19146

### Wine & Spirits

1403 Washington Avenue Philadelphia, PA 19146

### **Beer Distributors**

1440 Federal Street #1442 Philadelphia, PA 19146

Thank you for staying with us. Please let us know if we can make your stay more enjoyable.

If any problems that arise, we are only a text or email away.

We hope you enjoy your stay!

Regards,

