

## Wynnclyff Policies and Notes

### General

Fireworks and guns are prohibited at all times. 10pm curfew is mandatory. Outside activities and noise must end on or before 10pm

### Door Locks

Main entry doors have combination locks. Event director has code. If necessary, text or call John at 920-905-2968 to unlock remotely.

Chapel key is in lock box on post outside chapel door. Box code is 8642. Please replace key immediately after use.

### Heating

Most rooms have a thermostat (on wall or baseboard heater). Avoid contact with baseboard. Fabric, furniture or other material should be 6 inches away from baseboard.

### Lights

In the Barn, the main light switches are next to the doorway as you enter the dining room, on left and under cabinet on right side. Light switches that light path to the shrine and beach are on the wall under the security alarm panel on the left as you enter the Barn.

### Water

Small thin faucets in kitchen of each building are filtered water for drinking and coffee. Other water is safe but very hard.

### Plumbing

The property is on a septic system so avoid putting food or grease into system in order to keep the drainage from being blocked (scrape plates / absorb oil and grease with paper towel).

### Gas Range/Ovens

If you use the kitchen in the Barn, you should be familiar with using a commercial stove and dish sanitizer.

**Gas range:** Rotate yellow handle on left side of stove up. Light all ten pilot lights with lighter or match otherwise gas will be leaking into room. **Gas oven:** to light, remove bottom inside panel and lift up outer lower panel (below the door) then tip forward and fold down. Using a Hold down red button behind lower panel and with a lighter, light the pilot under where inside panel was removed. Once the pilot lights, continue holding red button 10 seconds then release. Before going to bed or leaving, rotate yellow handle down to shut off gas supply. **Electric ovens** (two on either side of gas range): read notes on door of oven.

**Dish sanitizer:** Wash off all food debris before loading into sanitizer. Load dishes into trays. Do not place plastic items in sanitizer. Drain water and clean strainers at end of each day. See instructions on door inside cabinet below sink. **Do not add soap – Soap is dispensed automatically.**

### Food

Food and beverages are not allowed in bedrooms at any time. Water is the only exception. Food should be restricted to kitchen and dining room areas.

### Wi-fi

There is wi-fi in the Barn, Lakehouse, Lodge and Farmhouse. The password for the Barn, Lakehouse and Farmhouse is amdg8642 and for the Lodge it is 12345678. Or scan QR code on the front of the gateway/router.

## BEFORE LEAVING

### GENERAL

- Unplug kitchen appliances (coffee maker and toaster). Make sure cook tops and ovens are turned off. In Barn, rotate yellow handle down, left side of gas range, to shut off gas supply.
- Close all windows.
- Turn off all lights (inside and outside) and all ceiling fans.
- Heating thermostats set at 55 degrees or 'Low' setting. Make sure nothing is in contact with baseboard heaters.

### CLEANING

- All used beds should be stripped of sheets and pillowcases and, along with used towels, placed in laundry room of same building (do not strip mattress covers, blankets or quilts unless soiled). Remake beds with clean sheets. When possible, wash and fold napkins and kitchen aprons.
- Remove all garbage and place in outside dumpster by Lakehouse.
- Remove all perishable food and drinks from refrigerator. Take with you or dispose of in dumpster.
- Sweep floors and empty waste baskets.
- Drain water from dish sanitizer and clean strainers.
- **No dirty dishes should be left in sink or dishwasher.**
- **Any spills made in ovens should be cleaned using mild soap on soft cloth.**

### SECURITY

- Lock all exterior doors.
- Keypad door handles lock by pressing the lock symbol on the inside or by entering the entry code on the exterior pad.
- The following exterior doors lock by lifting door handle 'up' to engage lock, then turn key or small knob to set lock while continuing to hold handle up: Chapel, Shrine, Cottage deck doors (Lakehouse #1 and #2), Barn 2d floor NE rooms (#2 and #5).

### MAINTENANCE

- If anything needs repaired or replaced or for any other facility issues scan the QR code to the right and complete the request form. You can also access this form at [www.wynncliff.org/maint](http://www.wynncliff.org/maint).



maintenance

### PLEASE NO SMOKING INSIDE BUILDINGS

All outside fires must be attended to by an adult until the fire is extinguished.

Questions/Problems – call John Iannitello at (920) 905-2968

Within two business days after your event, please complete the Usage and Payment form. Scan QR code to the right to access form or click this [link](#). Submittal of the form will initiate an invoice being sent to the email entered on the form.



usage report