

# Fireplace Operating Instructions

Before starting your fire, make sure the firebox is clean and the grate is positioned  $\frac{1}{2}$  inch from the rear of the firebox. The glass doors, flue and combination air vent must be fully opened before starting your fire. Close doors after the fire is started, but do not close the door on an excessively hot fire. Close the screen and leave the doors fully open if you want a large roaring fire.

## General Guidelines:

- Keep the fire back from the glass doors; never let the flames contact the glass.
- If the fire is too large at any time, fully open the glass doors. This will quickly reduce the heat in the firebox. Do not close the doors until the fire burns down.
- The glass doors must always be fully opened or closed. Partially opened doors can cause air drafts that may swirl the fire dangerously or cause smoke to blow into the room. Partially opened doors can also be broken easily.
- Use good judgement in your selection of wood size. Do not burn logs that could eventually roll into the glass doors and break them.
- When the glass doors are open, the screen must be in closed position.
- The combustion air vent knob is located at the front of the firebox on the lower left-hand side. When the knob is out, the vent is open. When the knob is in, the vent is closed.
- The switch located in the left or right side of the stone chimney near the patio door or window operates a blower which produces maximum heat into the room when in the 'on position.'
- Please do not leave fire unattended.

If damage occurs because of non-compliance with these instructions, the owner responsible will be asked to pay the cost of repair or replacement.

# Condo Comfort Checklist

## Upstairs Bedrooms Too Warm?

- The heat vents in the master and the bunk-room ceiling should be closed.
- Open the privacy wall window in the master bedroom. Set the floor fan (located in the master bedroom closet) with the fan facing the open window and turn it on.
- Turn on the ceiling fan this will push the warm air back down into the living room area. The switch is located on the entry wall with the dining room light switches.
- Open the bunk-room window slightly or the side window if you are in an end condo, not too much or it will cause the furnace to kick on and increase the temperature.

## Living Room Area Too Cold?

- Check the thermostat, located on the wall as you go upstairs. This controls the condo furnace and provides heat upstairs and down.
- The fireplace blanket will keep the warm air from being drawn up the chimney (make sure the fireplace has cooled prior to applying the blanket). Anytime you have a fire you will lose some heat from the room, due to the chimney draw.
- Close the vertical blinds on the sliding glass doors.

Condos 15A, 15B, 16A-F and 13A-F, have extra heaters located under the living room TV cabinet. The thermostat is located on the rock wall facing the fireplace. Turn the thermostat up, it will take a few minutes for the heat to start circulating (you should feel the extra heat after a few minutes).

If you are still cold, please notify the Front Desk or contact Security if it's after hours.