



This is a printable version of all three documents: “Before You Go”, “When You Get There”, and “When Leaving”.

BEFORE YOU GO

Each Individual Needs to Bring:

- Sheets/bedroll including pillow cases. Pillows provided. (refer to layout of the house on the description page of the webpage for the bed plan)
- Towels, washcloths, toiletries, etc.

Each Group Needs to Bring Their Own:

- Toilet Paper (4 1/2 bathrooms)
- Paper Towels
- Napkins
- Dishwasher detergent for dishwasher
- Dish soap
- Sponge(s) for counters & dishes
- Kitchen size (13 gallon) trash bags (3-4 per day recommended)
- Coffee filters (standard round)
- Hand towels for kitchen & bathrooms
- All food including condiments and spices
- Paper plates/cups **if desired** (recommended for easier clean-up for larger groups)

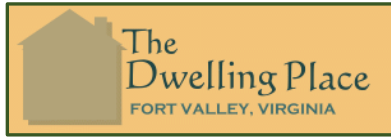
The Kitchen IS equipped with:

- complete table service for 25+ (plates, bowls, utensils, glasses, etc) and kitchen knives, cooking utensils & pots and pans
- Glass top electric stove and oven
- Microwave
- 2nd microwave/convection oven over the range (read directions next to the range)
- Two full refrigerators (kitchen and utility room)
- Dishwasher
- 2 twelve-cup coffeemakers
- One 4-slice toaster
- Electric griddle
- Charcoal grill outside (bring your own charcoal & lighter)

Fire Pit for Campfires

There is a fire pit with benches surrounding it for a small campfire. Firewood is provided. Please keep fire small and have shovel and bucket of water on hand for containing the fire. Metal marshmallow roasting sticks are hanging on the porch wall—please clean thoroughly after use.

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Country Store/Grocery Stores

There is ONE small country store/gas station (fortvalleycountrystore.net) 3 miles south on Ft. Valley Road (Rt. 678) just past the Post Office. All other grocery stores are a half hour drive back to Front Royal, VA.

NO TV & NO WI-FI

There is **NO cable/television reception** at the house and **NO Wi-Fi.** Bring your own televisions/dvd players/CD players/iHomes, etc. for music and movies.

Cell Service?

ONLY AT&T and SPRINT get cell reception in Fort Valley (verizon and t-mobile phones will not work). **Note this if you are planning to use GPS to get there, as it may not work all the way there.** It is recommended that you have written directions handy.

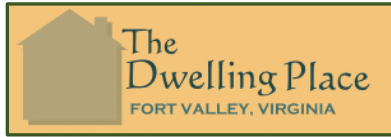
There is a **landline phone** at the house **540-933-6470**. Local calls only. Long distance calling requires a phone card.

There is 24/7 free (no password) wi-fi available at the Fort Valley Library, 6190 Woodstock Tower Rd, phone: 540-933-6714 (go three miles south on Fort Valley Road (Rt 678) and turn Right at the Post Office, library is on the left). Tip: go within 10 feet of the building to get the Wi-Fi.

Trash Removal:

There is no trash/recycle pick-up at the Dwelling Place. Therefore, you will have to **take ALL trash & recycle** to the Fort Valley Dumpsters. Please plan for this as part of your clean up. Dumpsters are located near the Country Store, Post Office & Library. Directions: Right out of the driveway, Right onto Fort Valley Road (Rt. 678), Right at the Post Office onto Woodstock Tower Road (Rt 758), Dumpsters are on the Left before the Library.

See dwellingplaceva.com for more information about the house, the location and area attractions.



WHEN YOU GET THERE

CHAIN AT DRIVEWAY ENTRANCE?

If there is a chain across the entrance of the driveway - it is not locked. Simply unhook it from the big oak tree and place to one side. No need to put it back up when leaving.

TURN ON THE WATER & WATER HEATER

Upon arrival you must turn on the water and the water heater switches located in the circuit box behind the utility room door (the first door on the right as you enter from the porch). **OTHERWISE YOU WILL NOT HAVE WATER.** They are marked clearly in red. Remember to turn these off when you leave.

2ND WATER HEATER

If you have a large group and find you are running out of hot water for showers, there is a 2nd water heater you can turn on. Instructions for turning it on are attached to the heater marked #2 in the utility room. Be sure to turn the marked lever off when you are leaving. It takes a few minutes for the hot water to reach the bathrooms in the far wing.

HEAT

There are two different forms of electric heat in the house that can be controlled for each individual room:

- East wing has **electric baseboard heat.**
- West wing has **wall mounted heat pumps** with instructions and remote controls next to them.

The **wood stove** in the great room is also a very pleasant source of heat in the winter. PLEASE READ CAREFULLY THE DIRECTIONS NEAR THE STOVE as it is not a simple stove. BE SURE DAMPER IS OPEN BEFORE LIGHTING THE FIRE or you will get smoked out.

AIR CONDITIONING

There are either window A/C units or heat pumps with A/C functions in each room. There is a switch at the top of the stairs to an attic fan which can be used on very hot days to take off some of the heat. **Remember to turn off when leaving.**

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FIRE SAFETY

There is NO SMOKING on the premises.

FIRE EXTINGUISHERS are located next to the kitchen stove & at the top of the stairs. In case of fire call 911 (phone in utility room & kitchen).

Because of the secluded nature property, help is a relatively long time away, so FIRE PREVENTION is of utmost importance.

If you have a campfire at the fire scar, be sure to have shovel & bucket of water handy to contain the fire.

WASTE

There is NO garbage disposal, so please NO FOOD, GREASE, OR COFFEE GROUNDS down the sink. The sewage goes to a SEPTIC TANK on the property. NO PAPER TOWELS, CIGARETTES, OR TAMPONS IN THE TOILETS.

TRASH

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CARPET CARE

Wipe up any spills immediately. Carpet cleaning spray can be found in the utility room. Please do not allow small children to have food or drink in carpeted areas.

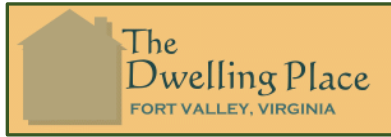
ELECTRICAL BOXES

There are two breaker boxes in the utility room, one near the window for the East side of the house & another by the door for the West side (far side).

BOUNDARIES

Please observe all "No Trespassing" signs in the area. Stay on the roads or trails when walking and DO NOT go into the open meadow near the turn in the driveway – that is someone else's private property.

Enjoy Your Stay at the Dwelling Place!



WHEN LEAVING

Be sure to complete both checklists: **CLEANING** & **WALKING OUT THE DOOR**

Cleaning Checklist

Bedrooms:

- Vacuum & dust
- Trash removed (replace liners, found in bathrroms)
- Bed covers straightened

Sunroom & Great Room

- Vacuum & dust
- Firewood box replenished (include kindling)
- Sweep hearth
- Woodstove door window cleaned with windex (if hot, don't clean)
- PLEASE DO NOT EMPTY HOT ASHES.
- Leave both woodstove doors CLOSED.
- Leave both woodstove air intakes OPEN (the two handles on the side).

Bathrooms (4 & ½ baths)

- Shower, toilet, sink & mirror cleaned (supplies under sink)
- Floor swept and wiped down
- Leave thermostat at 40° and door CLOSED (so pipes don't freeze)

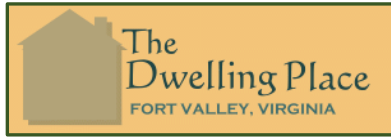
Kitchen

- Dishwasher emptied
- Refrigerators emptied & shelves wiped clean (both fridges) Please do NOT leave food.
- Counter tops & dining room table wiped down and clean to the touch.
- Glass stove top wiped with special cleaner (to the right of the stove)
- Microwave ovens (both) wiped out
- Coffee pots (both) cleaned out (grounds in trash)
- Floor swept & mopped (use ¼ cup of vinegar in a gallon of hot water – vinegar is in the utility room). Sweep & mop utility room floor as well.
- Trash emptied – liners replaced.

Porch & Outside

- Sweep porch
- Clear all trash from the fire scar area
- Secure & weigh down tarps on both woodpiles (next to house & next to fire scar)

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Walking Out the Door Checklist:

- ✓ Cleaning checklist completed.
- ✓ **Thermostats** in each **bedroom** and each **hallway** TURNED OFF.
- ✓ **Thermostats** in each **BATHROOM & UTILITY ROOM** LEFT AT 40° and the doors **CLOSED**, so pipes don't freeze.
- ✓ **Thermostat** in **Kitchen/Dining Room** LEFT at 40° and pocket door in great room closed.
- ✓ **Water & Water Heater** circuit breakers in utility room **TURNED OFF** (in breaker box behind the door, marked in red)
- ✓ **2nd Water Heater** **TURNED OFF** (if turned on for more hot water)
- ✓ **Attic Fan** turned off (if turned on) switch at the top of the stairs
- ✓ All **windows** **CLOSED & LOCKED**
- ✓ All 6 outside **doors** locked (including two sliding glass doors)
- ✓ All **lights** turned **OFF** (including outside lights at exterior doors)
- ✓ Replace the **key** (next group depends on it).
- ✓ All **trash & recycle** taken. **THERE IS NO TRASH/RECYCLE PICK UP** at the Dwelling Place. Take it to the Fort Valley Dumpsters: Right out of the driveway, Right onto Fort Valley Road (Rt. 678), Right at the Post Office onto Woodstock Tower Road (Rt 758), Dumpsters are on the Left before the Library.

**Thank you for choosing the Dwelling Place.
We hope you enjoyed your stay!**