

INSTRUCTIONS

These instructions are available on the website of the Musicians' Union at www.muusikkojenliitto.fi/residenssi

They are also displayed on the residence home page of the Playstation 3 console in the living room.

The residence is located in a three-story brick apartment built in 1885 in Fulham, near the Fulham Broadway underground station and Chelsea's Stamford Bridge football stadium. In early 2012, the apartment and the yard were renovated for residential use.

Tableware and cutlery

The apartment has a basic set of dishes, cutlery and cookware as well as a dishwasher. If you find something essential to be missing, please contact the Union office.

Please wash the dishes and put them back in place before leaving. Washing dishes is not included in the weekly cleaning service. Using the dishwasher is easy: switch on, select the program and close the door. Do not put the espresso maker (octagonal shaped) in the dishwasher. The power switch of the dishwasher is located on the wall on the left.

Keys

The residence keychain has 2 keys, the smaller one is for the upper and the larger one for the lower safety lock. The keychains are kept on the letter-coded hooks below the underground map in the hall. If you have trouble opening the upper lock of the front door, remember not to push the key all the way in. The keys to the back yard and the living room lightwell are in the doors. If you have trouble opening the back yard door, open all the locks and push both parts of the door open.

The key of the bicycle U-lock is attached to a different keychain (B) in the hall. Do not give the keys to outsiders in any situation.

You should be very careful with the keys. In addition to practical difficulties and expenses, you will also have to remunerate the cost of making new keys.

Return the keys you received from the Union office to the Union office within the agreed time. Leave the keys you found in the residence on the key rack in the hall.

Listening to CDs/music

CDs can be listened to using the Blu-Ray player (Cambridge Audio) or the Playstation 3 console in the living room. You can also listen to CDs on your own laptop or player using the speakers in the upstairs work space.

When listening to stereo music downstairs, check that the power indicator is lit at least on the front speakers (left and right). If not, check that the power outlet, to which the speaker is connected, is switched on (the red side of the switch should be visible). If the power indicator is still not lit, check the power switch below the input cable at the rear of the speaker. Turn the volume control at the front edge of the speaker clockwise as far as it goes. If you are listening to multi-channel sound, follow the same procedure to switch on all the speakers if they are not already on. To adjust the volume, use the remote control of the amplifier. The relative volume is shown on the amplifier display in decibels.

You can also use your iPod or MP3 player or similar device to listen to music by connecting it to the 3.5 mm mini-stereo plug of the cable located on the amplifier. Be sure to return the end of the cable to the same spot in full view so that others will also find it. Choose “Audio 2” as the audio source on the amplifier by pressing the “Audio” key repeatedly until “MINI PLUG” is displayed.

You can also listen to music on your own music players by connecting them to the speakers of the upstairs work space. Connect your device to the mixer using the cable with a 3.5 mm stereo plug which is (hopefully) located on the desk/shelf.

There are some CDs available in the apartment. After use, put them back on the shelf of the upstairs work space or the living room. You can leave disks behind for use by future guests, to serve as a memory of a certain era of the recording industry.

Do not, under any circumstances, change the connections of the equipment! Otherwise, these instructions will no longer be valid and the next user might have a problem.

Playing DVD/Blu-Ray disks and using video services

To play DVD/Blu-Ray disks, you can use the Blu-ray player in the living room (Cambridge Audio, on a glass shelf beneath the TV) or the Sony PS3 console (also on the glass shelf. You can also use the PS3 console to watch some video services (requires a PSN account).

Cambridge Audio Blu-Ray player: Switch on the TV with the remote control (Panasonic) by pressing the button for more than a second. On the remote control, choose AV (upper right corner) and use the arrow keys to select HDMI 1 in a menu.

Switch on the amplifier (Yamaha, on the bottom shelf). On the amplifier, choose HDMI 2 (row of buttons at the top of the remote control with numbers 1, 2, 3 and 4) to display “BD/DVD/CD”.

Check that the power indicator is lit on all the speakers (3 in the front, 2 in the rear). If not, switch the power on as described in the “Listening to CDs” section above. It is advisable to keep the speaker volume controls in the maximum position.

To adjust the volume, use the amplifier’s remote control (Yamaha). The relative volume is shown on the amplifier display in decibels.

To watch 3D movies, you need a 3D movie and 3D glasses available in black cases on the glass shelf. The glasses are charged with a USB cable (on PS3, for example). The power switch for the glasses is located at the bottom of the temple arm. Switch the glasses off when not in use. On the TV remote control, press the 3D button at the top.

The viewing area of the 3D glasses is not very wide in the lateral direction, so you should position yourself as close to the centre as possible.

Keep the 3D glasses in their cases with the power switched off when not in use. Do not scratch the glasses.

ALWAYS switch off the plasma TV after use to prevent a still image from burning into the screen.

For user’s manuals, see the upper kitchen cupboard or the glass shelves beneath the TV. The PS3 manual is available online.

Do not, under any circumstances, change the connections of the equipment! Otherwise, these instructions will no longer be valid and the next user might have a problem.

Movies

There are a few movies for residents in the apartment.

Billy Elliot (DVD)
 Californication: The People vs. Hank Moody, The Complete Season 4
 Coriolanus (Blu-Ray)
 Finnish Rockumentary 2004-05 (DVD)
 Harry Brown (DVD)
 Harry Potter ja Viisasten Kivi (Harry Potter and the Philosopher's Stone) (DVD)
 Hugo (Blu-Ray 3D)
 Harry Potter I (DVD)
 Jonesin perhe (The Joneses) (DVD)
 Kesken jäänyt elämä (An Unfinished Life) (DVD)
 Loma Roomassa (Roman Holiday) (DVD)
 Love actually (DVD)
 Music and lyrics (DVD)
 Nanny McPhee ja suuri pamaus (Nanny McPhee and the Big Bang) (DVD)
 No Limits by Jeremy Clarkson (DVD)
 Notting Hill (DVD)
 Paholainen pukeutuu Pradaan (The Devil Wears Prada) (DVD)
 The Queen (DVD)
 Rio (Blu-Ray)
 Soundbreaker, Accordion Music Kimmo Pohjonen (DVD)
 The Artist (Blu-Ray)
 The Tourist (Blu-Ray)
 Tron (Blu-Ray 3D)
 Vampire Hunter D
 Vettä elefanteille (Water for Elephants) (Blu-Ray)

Do not take them away. If you purchase or bring more movies and leave them behind, future guests will thank you.

Grand piano

The grand piano is a loud instrument, so you should use common sense when using it in a residential building. See also "Practising/music work".

The grand piano is a Yamaha model C3 silent (186 cm), so you can also play it with headphones. There is a lever underneath the keyboard that you can pull to turn the grand piano into a silent digital grand piano. It is advisable to leave the headphones hanging on the hook on the left-hand side of the grand piano. The audio signal of the digital mechanism sounds from the headphone terminals even when the grand piano is used in the normal acoustic mode. The volume and echo controls are located next to the headphone terminal. You can also record your playing. If required, the audio signal of the digital mechanism can be output from the headphone or aux terminal (below) The user manual is available on the top shelf of the kitchen cupboard.

The digital mechanism of the grand piano is always in tune, even when the acoustic piano is not. The tuning of the grand piano is agreed upon with the Union office, and it is realistic to accept the fact that it cannot be tuned all the time.

Practising/music work

The residence is a flat in an ordinary apartment building. Therefore, undue noise should be avoided. It would be calamitous if the the use of the residence was jeopardized because this matter had been overlooked. It could, at worst, destroy the major investments made to establish the residence. Everyone should take this matter seriously. Since the grand piano can be played with headphones, use that option.

The upstairs work space has speakers, but especially in the evenings it might be advisable to use headphones which are connected to the mixer or directly to the keyboard instrument. If necessary, you can switch the speakers off by turning the volume control at the lower left corner counterclockwise as far as it goes.

Four music stands and microphone stands together with adapters are available on the bottom shelf of the cupboard in bedroom 4.

Hair dryer

The apartment has a hair dryer, which is kept in the wardrobe of bedroom 3.

Alarm system

The alarm system of the apartment is not in use for the time being.

Emergency number

The general emergency number is **999** (better known by locals) or **112** (EU standard). Dial that number to reach the emergency services: **ambulance, police** or **fire and rescue**. No area code is required.

The nearest hospital is Chelsea & Westminster Hospital at 369 Fulham Road.

In non-emergency cases, the number for the police is 101. The Fulham Police Station is located at:

Heckfield Place
Fulham
SW6 5NL

that is, go along the North End Road until the Fulham Road, then turn to the left and go straight on for about a hundred metres. Open Tue-Fri 9.00-17.00 and Sat 12.00-20.00.

Windows

Windows must be kept closed when the apartment is empty.

Internet

The apartment has a BT (British Telecom) broadband connection and a wireless network (WLAN). The network name is **BTHub3-T5PC** and password **bea5b7c327**, which can also be found on the front panel of the WLAN hub on the shelf of the first floor work space. The wireless network can be accessed in all rooms and in the

backyard. You can use the Internet connection with your own device or the PS3 console in the living room. In the work space on the first floor, you can connect your computer with a network cable to the WLAN hub (terminals 1-4 on the back of the device) to ensure maximum speed and minimum interference. The printer in the work space is WLAN enabled.

If the connection is lost and cannot be re-established, restart your computer and wait for the connection to start working again. Then, open the Web browser. If this does not help, you can reset the modem by pressing the reset button on the back of the device with the tip of a pen for 15 seconds. Then, wait for the modem to find all the settings.

You can also use BT's WLAN hubs available all over the city. Their name usually includes the letters "BT" and "FON", but there are also BT-WLANs under other names. The username is

ahgi.vanttinen@btinternet.com

and the password:

2knivetrđ

The slightly humorous spelling of the username is due to the low-quality telephone connection between London and India where BT's customer service centres are located.

Celebrations/parties, etc.

It is polite to notify the neighbours on both sides of any celebrations or other events that may cause excessive noise or other disturbance by, for example, dropping a note in their mailbox or in person. Pay special attention to avoid making noise in the yard in the evenings and at nights.

Waste, rubbish and empty bottles

The apartment has 2 waste bins, a tall one on the floor next to the back yard door and another one in the kitchen sink cabinet. In the tall waste bin, you should put a clear recycling bag, and in the waste bin in the kitchen sink cabinet, a bag of any other colour.

In Fulham, the waste is collected on Thursday mornings in front of the house. In the a clear recycling bag, you should put all empty packages, bottles, etc. to be sorted centrally by the waste management company. Other wastes, such as organic waste, are put in another bag in the bin under the sink. See the instruction on the kitchen wall next to the backyard door.

Close the bags properly and put them in front of the house before 06.00 on Thursday morning, as the bags will be collected that morning. When the bags are collected, they must be on the ground, not in the container. The container can be used to store the waste bags in the interim. If you fail to put the waste bags in the right place for collection, they will be left for the next guest to deal with until the following Thursday. Do not put any loose waste in the container – all waste must be bagged properly. When you enter the North End Road, on your right and left you will find waste containers intended for marketplace sellers which are emptied on weekday afternoons. You can take waste bags there whenever necessary, even daily, if the container becomes full and you do not like the sight of waste bags on the ground.

Refrigerator/freezer

Do not leave any perishable foods or ingredients in the refrigerator or the freezer compartment. You can leave small quantities of unopened products that keep well and are clearly marked with use-by and best before dates as well as unopened beverages to be consumed by future guests. However, please consider that the refrigerator is fairly small and that the next guest probably does not want to start their week by emptying it of items left by the previous guests. Therefore, before you leave, go through the contents of the refrigerator and remove useless stuff. Basically, the refrigerator should be almost empty when you leave so that it can be normally used by the next guest.

Speakers

All the speakers in the apartment are Genelec powered speakers made in Finland. Each speaker you intend to use must be switched on when listening. If no sound is heard, first check that the power indicator on the front panel of the speakers is lit. The powered subwoofer on the floor to the left of the downstairs TV must be switched on for the audio signal to reach the other speakers (3 in the front and 2 in the rear). Normally, the speakers are always switched on and you do not need to switch them off when leaving. There are powered speakers on stands in the upstairs work space. Do not change the connections!

If the speakers in the living room emit a disturbing low-frequency hum when the amplifier (Yamaha) is switched off, switch on the amplifier or switch off both sockets behind the subwoofer.

On the kitchen windowsill, there is a ceramic horn in which you can put a suitable-sized mobile phone to listen to acoustically amplified music from its speaker. Place the mobile phone so that its speaker points towards the inside of the horn.

Maps

There is a large London Underground map on the hall wall.

There is a map of London on the kitchen wall. Due to the small scale of the map, you should not stick any pins or other signs on it since they tend to cover street names and other markings making the map difficult to read. Use the guestbook to write tips on interesting places, restaurants or shops you have found, and indicate their location with street names and in relation to the nearest Underground station or other similar places.

City maps are available in the London guides left in the residence. They are also available at newsagents and bookshops. There is also a detailed street map guide of London in the residence. When you leave, do not take them any of the above with you – leave them in their proper place in the right-hand drawer of the hall desk. Online, you can find London maps with search functions.

Books, magazines, maps and guides

If you choose to leave books and other material, such as London guides, at the residence, future guests will thank you. Maps are kept in the right-hand drawer of the hall desk. Do not leave useless stuff, such as advertisement leaflets, behind. Throw away outdated material.

Guitars, bass and canon

In the apartment, there are two acoustic steel-string guitars and an acoustic bass guitar, which are kept on wall mounts in the 1st floor work space and bedrooms 2 and 4. Handle them with care so that they will also serve future users, and put them back after use.

If strings break, replace the whole set. If there are no string sets in the pocket of the guitar case (in the cupboard next to the work space), pay a visit to one of the many guitar/music stores in London. For example, there are numerous guitar/music stores on the Denmark Street in Soho. Do not adjust the neck of the guitar or bass unless you know what you are doing. If necessary, you can amplify the sound of a Basson or Tanglewood guitar by using the upstairs mixer and speakers. In the work space, there is also a small stereo amplifier for an electro-acoustic guitar (Yamaha THR5A) that features mic models, effects and a USB connector for the computer. Do not leave the guitar or bass with the power switched on. You should also disconnect guitar cables after use. Replace batteries when needed.

Under the desk in the work space, you will also find a cahon drum which should not be played late at night since its fairly loud sound penetrates the structures through the floor.

Pets

Pets are not allowed in the residence. You should also turn back any creatures trying to enter from the garden.

Reading lights

The reading lights of bedroom 3 do not work unless the outlet on the adjacent wall is switched on.

Departure

The rental period ends on Monday at 12.00. If you wish to stay longer or leave, for example, luggage in the apartment, arrange this in advance with the Union office. If you need to stay past 15.00, when the next guest's rental period begins, you have to arrange this well in advance with the next guest (not the same day). For contact information, ask the Union office.

Before leaving, you should

- wash the dishes and put them away
- put any used towels (not wet), sauna seat covers and bathrobes as well as bed linen in the vanity cabinet of the mid-floor bathroom
- ensure that all items and furniture are in their proper places
- switch off electrical appliances and lights (except for the Genelec speakers)
- return the keys of the apartment onto the hooks in the hall
- restore the central/floor heating settings back to their original values if you have changed them
- close the windows
- close the lid of the grand piano and the keyboard
- charge the mini laptop, the PS3 controllers and the 3D glasses (make sure the power switch is in the off position) if you have used them, and then disconnect them from the chargers
- write in the guest book
- lock all the doors (do not forget to engage the safety lock on the front door); use a separate key to engage the locks on the upper and lower edge of the doors leading to the back yard and the lightwell (leave the keys in the locks)
- take the keys you received from the Union office back to Finland

Heating

The apartment has a hot water circulation system in which the water is heated by gas. To adjust the temperature, use the remote control (Honeywell) on the kitchen windowsill; the user guide is located in the upper cupboard/on

the windowsill. Do not, however, change the settings needlessly, unless it is really necessary. Upon leaving, restore the settings back to their original values. The current (measured) temperature is displayed on the screen.

London Underground and other public transportation

The London Underground is considered safe and fairly reliable. It is essential to recognise different lines, know where to change trains and learn to check the train's direction on the basis of its final station. Especially on weekends, there may be breaks in the services.

You can use the Oyster card to travel on public means of transport. The deposit for the card is 5 pounds. Place the card on the yellow section of the reading device when you enter or leave the Underground. On a bus, you only need to place the card on the reading device when you get on. Use cash or payment cards to top up the Oyster card. You can do this at the ticket sales counters or using the machines located at stations. The current value of the card is displayed when you place it on the yellow section of the top-up device. Thanks to the daily price cap, the use of the Oyster card is never more expensive than a day ticket.

Bus 11 leaves near the Fulham Broadway underground station on Harwood Road and goes towards the Liverpool Station. It provides a good tour and is much cheaper than actual sightseeing tours. Bus 14 takes you from Fulham Broadway to places such as the Natural History Museum, Knightsbridge Harrods, Piccadilly Circus and Soho.

For more information on public transport, see here.

Taxis are reliable and comparatively inexpensive. For example, a taxi ride from Victoria Station to the residence costs less than 20 pounds. If you wish to pay by card, first make sure that the driver accepts it.

Oyster

See above "London Underground and other public transportation".

Games

The downstairs Playstation 3 console can be used to play PS3 games that currently include the following:

- Little Big Planet 2
- Ice Age 4 Continental Drift – Arctic Games
- Playstation All-Stars: Battle Royale
- Motor Storm: Pacific Rift
- Gran Turismo 5: Academy Edition
- Uncharted 3: Drake's Deception
- Rayman: Origins

Yard/garden

The back yard garden is designed for ease of care and safety. However, you should keep an eye on children playing there due to the steps and differences in elevation. If the plants seem to be in need of water, you can give them a little water if you wish. Keep the yard tidy. Even though the cleaners sweep the yard on Mondays, leaves and rubbish accumulate in a day or two, and after rain they may stick to the wooden terrace. There are brushes next to the door and, if you are motivated enough, you can use the leaf blower/vacuum cleaner in the boiler room. Do not let leaves/rubbish stay in the blower container. Always empty it right after use.

Avoid making undue noise in the yard especially during the evening and at night.

Leave the dining table set under the awning out of rain, and make sure that the awning is almost completely open. The awning's remote control is on the kitchen windowsill. See to it that the main switch for the outdoor lighting (on the wall to the left of the door) is always on to ensure that the the awning is powered and its automatic wind feature enabled. The switches of the upper and lower lights are located next to the main switch.

The table is extendable. The end pieces are moved by pulling/pushing, and the centre piece rotates around its axis.

Playstation 3 (PS3)

The Playstation 3 (PS3) console in the living room is a multipurpose device. It is connected to the HDMI4 input of the Yamaha amplifier, which in turn is connected to the HDMI 1 input on the TV. Therefore, you have to switch on the TV and the amplifier to view and listen to contents on the game console. When HDMI4 is selected on the amplifier, "PS3" is displayed.

You can play PS3 games, watch movies in almost any format (DVD, BluRay, etc.), use video services (requires a PSN account), listen to music (CD, mp3, etc.), view photos and browse the Internet.

If you download content, such as game demos with an 18+ rating, to the PS3 console, keep in mind that also children use the device. Please remove such content from the PS3 console before leaving.

Do not create unnecessary usernames. Do not change the device settings unless you really know what you are doing and why. Do not, under any circumstances, change the original connections of the equipment. Do not leave your own files on the PS4 hard drive. Remove them when you leave.

There are three game controllers. To start the controller and the console, press the PS button of the controller. To switch off the console, press and hold down the PS button for a moment and then select the relevant option from the menu, or press the console's power button (farthest to the right).

The controllers are charged through a USB cable with the PS3 console switched on. When charging, all the lights of the controller flash. The flashing stops when the battery is fully charged. When the controller battery is about to run out of power, a warning is displayed. To charge the controller, press the PS button to switch it off and connect the USB cable. You can activate a second controller by pressing its PS button. You can also continue playing/using a controller even though the charging cable is connected. If you use the controllers, please charge them before you leave and then turn off the PS3 console (the red standby light remains on).

PS3 instructions are available online.

Stairs

A steep and narrow stairway is typical of Victorian apartments. This is because builders wanted to save space due to the high price of land. Be careful when moving on the stairs. Always put the lights on. And keep an eye on small children when they use the stairs. While carrying suitcases and other things, take care not to damage the walls of the staircase and avoid noise for the neighbours' sake.

Mail

The postal address of the residence is:

Finnish Musicians' Union

2 Knivet Road
 SW6 1JH London
 United Kingdom

Deficiencies/repair needs

Report deficiencies without delay to the Union office. If something is missing or has been broken, please report it at the earliest opportunity.

Towels, sauna seat covers and bathrobes

For each person indicated in the rental agreement, there is 1 large and 1 small towel and 1 sauna seat cover which are kept in the bedroom wardrobes. When you leave, put any used towels (not wet) in the vanity cabinet of the mid-floor bathroom where the cleaner will pick them up for washing on Mondays. Do the same with the bathrobes – there are a total of 11 bathrobes in different sizes available for use. Since some may still be in the laundry after the visit of the previous guests, there may not be enough for all of you.

Washing laundry

Downstairs, there is a washer dryer in the cupboard in the staircase recess. Follow the instructions on top of the machine. Do not use any other means to dry laundry in the apartment. There are several laundrettes in the vicinity.

Cycling

Although London is full of cyclists, you should be extremely cautious when cycling in the busy and ‘wrong-sided’ traffic which requires concentration and takes some time to get used to. You should practise on side-roads. There are some narrow bicycle lanes. You should note the markings on the asphalt pavement at traffic lights: cyclists should position themselves in front of the cars to ensure visibility.

One women’s bicycle has been purchased for the residence. You should always lock the bicycle by attaching its frame to a solid object using the U-lock provided. It is also advisable to lock the front wheel with a separate wire lock (this is a must when locking the bicycle for the night). It may take a moment to decide where to place the bicycle for locking – take a look at what the locals are doing. Bicycles are being stolen all the time and in quite impudent ways. Lock the bicycle to the iron rail in front of the house for the night, preferably so that the frame is attached with a U-lock and the front and rear wheels as well as the saddle are attached with separate wire locks.

In London, cycling is not as carefree as in Finland or even Berlin. In London, the cycle road network is still modest but expanding.

The 7-speed Dawes Duchess bicycle was purchased from the Evans Cycles store in Fulham which is a few hundred metres from the residence at 13-15 Jerdan Place. In case of any problems with the bicycle, take it to this store first for checking. Equipment and tools for minor maintenance, such as adjusting the height of the saddle, are available in the hall table drawer which is nearest to the entrance. The bicycle only has hand brakes. For the bicycle, there are detachable battery-powered lights, a small hand pump and a foot pump with a meter (in bedroom 1). If you want to wear a helmet, which is strongly recommended, bring your own with you.

The recommended tire pressure is 65 PSI. Prior to pumping, first unscrew the nut on top of the valve. Then, press the the pump nozzle over the valve at an angle of 90 degrees and push it all the way down. Finally, turn the nozzle locking lever of the foot pump to align it with the valve in order to lock it and enable pumping. When

removing the pump from the valve, first turn the nozzle locking lever so that it is at an angle of 90 degrees to the valve. Finally, screw the valve nut tightly and place the protective cap on it.

Santander Cycle Hire city bicycles are available at many places at a cost as low as 2 pounds per day payable by credit card. The nearest city bicycle station is located on Halford Road less than 200 metres from the residence. The [web map](#) shows the stations and the current availability of the bicycles. Rental conditions and instructions can be found on the system's [website](#).

The Santander bicycle rental system is easy to use and the bicycles are usually in good condition and easy to ride. They have 3 gears, hand brakes, a front carrier and automatic lights. The system is based on the idea that people should not reserve a bicycle for long periods at a time. Instead, you should ride distances less than half an hour and then change to a different bicycle at another location. After all, the station network is dense in the London inner-city area. Rides less than half an hour are included in the basic price. However, if you ride, for example, towards Fulham in the evening with the intention of leaving the bicycle at one of the near-by stations, be prepared to find the stations full and having to take the bicycle to another station a 5-minute walk away. Do not forget to access the terminal to get a further 15 minutes free. In the evenings, people return from the city centre to the residential areas leaving the stations in the centre empty and filling those in the residential areas.

Cooking

The apartment has basic equipment for cooking, but since London is full of restaurants, no special equipment has been purchased. If you think that the cooking utensils are not adequate, please contact the Union office.

The kitchen stove has an oven with an integrated microwave. Instructions for the household appliances are available in the kitchen cupboard.

Convenience store

In the neighbourhood, there are a number of convenience stores that are open until late. You will see a few right away when you exit the apartment on North End Road. In the daytime, there are several stalls along the street selling items such as vegetables.

Dining table

The dining table in the kitchen is extendable. In the boiler room at the back of the living room, there are extension pieces that are probably in need of a wipe.

Arrival to the apartment

The rental period starts on Monday at 15.00. If, for some reason, you wish to enter the apartment before 12.00 – for example, to leave your luggage inside – it is imperative that you check this with the previous guest in good time (not the same day when you arrive) and also inform the Union office about it. For contact information, ask the Union office. If you need to enter the apartment between 12.00 and 15.00, when the apartment is being cleaned, you must check this with the Union office. The cleaners must be allowed to work undisturbed. Minor repairs are also often carried out at the same time.

Be sure to find out about connections between the airport and the residence. The Heathrow Express train will take you to Paddington Station in fifteen minutes, and then you can take the District line to reach Fulham Broadway. At Heathrow, you can also get to Fulham Broadway by Underground by switching trains at Earl's Court and taking the District line towards Wimbledon. Get off at Fulham Broadway and turn to the right at the main exit. After a bend curving slightly to the right, walk past the NatWest Bank and the ATMs and continue

straight along Vanston Place until it connects with North End Road on the left. Continue along North End Road for a bit until you reach Eustace Road at the Ryman office supplies store on the right. Now, you can see your destination at the end of Eustace Road. It takes about 5 minutes to walk from the Underground station.

At Gatwick, you can take the Gatwick Express train to Victoria Station and then change to the Underground. Take the District line to Fulham Broadway, but first ensure that the train's final station is Wimbledon. A taxi from Victoria Station costs just under 20 pounds depending on traffic conditions. Gatwick also has a bus service to West Brompton Station at a 10-minute walking distance from the apartment, or, alternatively, you can take the Underground to Fulham Broadway which is closer.

At the Stansted Airport, you can take the Stansted Express train to Liverpool Street underground station in London, from where you can take, for example, the Central line to Notting Hill Gate where you can switch to the District Line towards Wimbledon to reach Fulham Broadway. Stansted also has a bus service to Liverpool Street station in London.

Umbrellas

There are 2 fair-sized umbrellas available for guests. Be sure to look after them and leave them in good condition for the next guests.

Sauna

The sauna in the yard is definitely a specialty in London. One use of the sauna is included in the rent. If you wish to use the sauna more often, the charge is 5 euros for each use (max 3 hours). After the end of the rental period, please inform the Union office of the number of times/hours you used the sauna and pay the charge in cash when you return the keys.

Leave your shoes outside the sauna by the door if the weather allows it, as the dirt from outside easily sticks to the shower room floor.

The heater controls are located at the bottom of the heater on the door side, which are a bit difficult to see behind the guard rail. The leftmost control is the timer and the rightmost one the temperature control. When heating the sauna, the ventilation hatch on the back wall near the ceiling must be kept closed and the lights switched off so that the shower room fan does not draw warm air out from the sauna from under the door.

When using the sauna, the ventilation hatch must be kept open and the outside door of the washroom shut, so that the shower room fan draws fresh air into the steam room through the ventilation hatch.

After bathing, leave the lights on until the shower room and the steam room are completely dry. This may take several hours. When the lights are switched off, the fan will stop after a while. You can speed up drying by keeping the doors slightly open. Keep the sauna and washroom tidy and use sauna seat covers available in the cupboards.

The electric switches of the sauna building and the floor heating control are located to the right of the door in an enclosure on the outer wall. Do not change the settings! For simplicity, the floor heating is permanently set to 22 degrees.

Cleaning

The weekly cleaning takes place on Mondays between 12.00 and 15.00. The cleaners use their own keys to enter. The cleaners are expected to clean the floors, tables and other surfaces, remove used bed linen and towels, bring

new linen to the apartment and make the beds. The cleaners also tidy up the yard and the sauna/washroom. If you have any complaints regarding the work of the cleaners, you should contact the Union office immediately.

Cleaning equipment, for example, a vacuum cleaner, can be found downstairs in the cupboard under the stairs.

Ironing

The iron and the ironing board are kept downstairs in the washing machine cupboard at the end of the staircase recess.

Showers

The apartment has 5 showers, 1 in the attic room, 1 in the first floor bathroom, 1 in the street level bathroom and 2 in the washroom of the sauna in the yard, which is also equipped with handheld showers. Please use water sparingly. It is expensive in London. Leave the lights on in bathrooms after taking a shower until the fan has dried the shower area. You can speed up drying by leaving the door slightly open.

The use of upstairs showers is not recommended between 22.00 and 06.00, as the water pumps are noisy and can disturb the neighbour's sleep.

Electricity

Finnish electrical appliances can be used with London electricity. The voltage is the same, 230 V, but you need a plug adapter, several of which are available in the apartment. The wall outlets have a switch which is on (powered) when the red upper edge is visible (the underside of the switch is pressed in).

The circuit breaker cabinet is located behind the grand piano in the living room above the door to the boiler room.

Television

The living room has a 3D Full HD Plasma TV. Do not leave a still picture on the screen or the TV switched on needlessly since the consumption of electricity and heat production are rather high. Also, do not touch the screen. Take particular care if there are children around.

If you wish to listen to the TV as high quality stereo or multi-channel sound, turn on the amplifier (Yamaha) and select "AV1" to display "TV" on the amplifier display. You should also mute the TV's own sound to avoid an irritating delay.

To view 3D content, you need 3D glasses. For detailed instructions, see "Watching DVD/Blu-Ray movies" above.

There is also a TV tuner in the work space display.

Printer

The cupboard next to the upstairs work space holds a laser printer equipped with a USB and a wireless connection. The USB cable of the printer is routed to the desk through the hole in the cupboard wall. The printer is also accessible on the wireless network, and its IP address is 192.168.1.72. To set up your own device to print wirelessly, follow the instructions provided for changing the network settings.

Printing paper is available on the shelf and, for example, from the offices supplies store (Ryman) directly opposite the apartment on North End Road. Toner should also be available from Ryman. Follow the instructions for removing and attaching the cartridge.

Smoking

Smoking is strictly prohibited within the residence, but allowed in the backyard. Make sure not to leave any cigarette butts in the yard or ashtrays when leaving the residence. No one will stop you from smoking in the lightwell behind the living room window, but the door must be kept shut.

Safety

London is a big city where it is advisable to be careful and act responsibly. It is not a bad idea to anticipate situations, which is easier if you are sober. Save the numbers you think you may need in your mobile phone (with the area code, if necessary).

The doors of the residence are not very sturdy. It is best to keep the safety chain on when you are inside, especially at night, and not to open the door to strangers.

The back yard is designed for safety and it is not easily accessible from other directions than the front entrance. However, it is a good idea to keep an eye on children while they are in the yard paying particular attention that the children do not climb, for instance, the railing separating the upper and lower levels.

In the stairwell recess downstairs, there are two fire extinguishers; a larger foam extinguisher (not for electric appliances) and a smaller CO2 extinguisher. On the wall above them, there is a fire blanket. The upstairs fire extinguisher is located beneath the game table in bedroom 3.

Work space/upstairs

The upstairs work space is intended for electronic music work. The equipment includes a Yamaha CP50 MIDI/USB keyboard/electric piano, a 27-inch Samsung Full HD LCD LED display with RGB and HDMI inputs, 2 Genelec 8020B powered speakers, a Mackie 1202-VLZ3 mixer, a Yamaha THR5A amplifier for an electro-acoustic guitar, a Samsung ML-2955DW B&W printer and a AKG K540 headset. There is an RGB cable and a DVI adapter etc. on the shelf as well as operating instructions.

The intention is that users bring their own computers for work purposes. You can place them on the stand at the end of the movable arm. When moving the stand or a large display, be careful that the arm does not damage the window, the large display or the keyboard.

It is important that the rear leg of the chair points directly away from the desk, otherwise the chair may tip over when you lean backwards. Do not let the adjusting screws become loose.

Basic connections have already been made. Do not change them needlessly, or if you do, restore them back to their original configuration before leaving. All users are not as good with the equipment. The instructions for using the equipment are on the shelf. Put them back after use.

To connect the keyboard to your computer, you probably need a driver that can be found on the Yamaha web site under model name CP50 (support / downloads). Install the driver program on your computer as instructed.

There are also 4 music and microphone stands together with adapters on the lower shelf of the adjacent cupboard.

Damage and deficiencies

Report any damage to the property or its movables to the Union office immediately. If, upon arrival, you find that something is missing that should be in the apartment, report the matter to the Union office immediately. Also report any general deficiencies in the equipment or condition of the apartment that you think should be fixed to the Union office.

Water and sewers

Please use water sparingly. The water pressure is not exactly what we are used to in Finland.

The tap water is officially drinkable, but quite many seem to drink bottled water.

The washbasins in the toilets of the upstairs and mid-floor bedrooms in particular are susceptible to clogging, so do not put anything other than water in them.

Visitors

You can invite a reasonable number of visitors to the apartment at your own responsibility. However, they are not allowed to stay overnight in the apartment. For security reasons, we do not recommend letting complete strangers inside. The guest is, at all times, responsible for the apartment and its movables.

Bed linen

The apartment has bed linen for the number of people specified in the rental agreement. The use of more bed linen is charged afterwards according to laundry costs. The minimum charge is EUR 35. Clean bed linen can be found in the bedroom wardrobe.

Put any used bed linen in the vanity cabinet of the mid-floor bathroom where the cleaner will pick it up for washing on Mondays (if the used bed linen is not removed, this will cost extra; the minimum charge is EUR 35).

Beds

The apartment has beds as follows:

Street level bedroom 1: two separate beds.

Street level bedroom 2: one bed and one convertible chair bed.

First floor bedroom 3: one large double bed and one convertible bench bed (for a person under 185 cm tall).

First floor bedroom 4: two separate beds

Attic room: one bed and one extra pull-out bed

At most, the apartment can accommodate 11 guests, or 9 guests if you appreciate comfort. If each guest wants to have a room of their own, the house can accommodate five.

Toilets

The house has three toilets: one on the ground floor, one on the 1st floor and one in the attic room. The pump-operated upstairs toilets are fairly noisy, since the pump needs to build extra pressure for their needs. You may need to flush the upstairs toilets twice, as suction is only applied on the bottom part of the bowl which means that any toilet paper farther out is not always removed when the toilet is flushed.

WLAN

See “Internet”.

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