The Lake House Guide

Check off each step as you go. Steps marked as most important must never be skipped.

All Halcyon Days · 115 Natoma Lane, Greentown, PA 18426 Emergency: 911 · Tafton non-emergency 570-226-4273

From the house binder: “Items printed in red are typical winter closing chores and do not have to be done during the warm months. All other items must be done on all arrivals and departures.”

Which steps are winter-only hasn’t been marked on the website yet. **Until it is, do every step, every time.**

Arriving: house opening

1. ☐ Close **two (2) hose bibs** located under the Lake Room behind the exterior swinging door.
2. ☐ Turn **on** the water main. The tool is behind the chopping block in the kitchen. **¼ turn counter-clockwise.**
3. ☐ **All faucets** in all bathrooms and the kitchen should be streaming water. If they are streaming, turn them off.
   If they are NOT all streaming water, the last person to close up did not complete the process correctly.
4. ☐ Flip the **water heater circuit breaker** to “on.” The breaker box is in the room behind the kitchen.
5. ☐ Turn the wall-mounted **thermostats in rooms you’re using** to low-to-medium for comfort.
6. ☐ Keep all bedding, clothing, and electrical cords **away from baseboard heaters**.

Leaving: house closing

The two most important steps: #9, turn off the hot water circuit breaker, and #22, turn off the water main and open all faucets.

1. ☐ Strip all used beds and wash and dry all sheets and towels, including kitchen towels.
2. ☐ Remake all used beds with fresh sheets.
3. ☐ Fold and return all cleaned sheets and towels to bedroom drawers and bathroom shelves.
4. ☐ Run the dishwasher at least through a dry cycle, and empty it if the dry cycle is complete.
5. ☐ Run the garbage disposal to be sure no food is left in the trap.
6. ☐ Completely empty the refrigerator/freezer of all perishables and take home all opened food.
7. ☐ Unplug all appliances, including the toaster, coffee pot, kettle, toaster oven, and microwave.
8. ☐ Clean all bathrooms, bedrooms, and the kitchen, vacuum, and leave the place as you would always hope to find it.
9. ☐ **ALWAYS TURN OFF THE HOT WATER CIRCUIT BREAKER. VERY IMPORTANT.**
10. ☐ Turn the thermostat in the **left-side 1st-floor bedroom behind the living room** down only to **40°F**. Leave that bedroom's closet door open to help heat reach the bathroom.
    This room's heat helps keep any water left in the pipes going to the hot water tank and the next-door bath from freezing.
11. ☐ Set the **downstairs bathroom** thermostat to **40°F** and **both upstairs bathrooms** to "Low."
12. ☐ Turn off all other thermostats in the house, or turn them to the lowest setting if there's no "Off."
13. ☐ Close all windows securely. Push from outside if you can reach them.
14. ☐ Close all bedroom and bathroom doors.

15 ☐ Cover the **Laundry doors with styrofoam**. The foam is under the bed behind the kitchen. Turn the small wall-mounted heating unit in the closet under the steps to **low**, and move all items well clear of it to avoid any risk of fire.
This helps keep heat in the water heater closet so the water tank doesn't freeze.

16 ☐ Turn the **fireplace gas off** completely: remote on the Living Room wall → OFF.

17 ☐ Empty all trash bins and the trash compactor, and replace the compactor bag. Put all trash in the **trash box at the end of the driveway** and **spray it with ammonia** to keep bears away. Put recyclables in the **green recycling container on the road**.
See Trash & recycling below for pickup days.

18 ☐ Make sure all lights, inside and out, are off, including the exterior path lights. Only the **dock light** should stay on its sensor.

19 ☐ Close and latch the kitchen-to-living-room door.

20 ☐ Make sure the **two (2) Lake Room thermostats** are turned off.

21 ☐ Set the **kitchen wall heater** to "Low" and "Heat."

22 ☐ **TURN OFF THE WATER MAIN (¼ turn clockwise), THEN OPEN ALL KITCHEN AND BATHROOM FAUCETS.**
This step drains the pipes so they don't freeze in colder months. If the next person to arrive doesn't find every faucet flowing, the closing wasn't finished correctly.

23 ☐ Return the water main tool to its spot behind the chopping block.

24 ☐ Open the **two hose bibs** under the Lake Room. This drains the pipes into the crawl space.

25 ☐ Make sure all boats, oars, chairs, cushions, etc. are stowed away and/or secured.

26 ☐ Lock **all 4 exterior doors** and the **Oar House** doors.

27 ☐ Return the key to the secret hiding place.

Trash & recycling

ALL TRASH MUST BE CONTAINED WITHIN TRASH BAGS. NO LOOSE TRASH WILL BE COLLECTED. SPRAY THE CONTENTS OF THE TRASH BOX WITH AMMONIA.

Where it goes

Trash: the trash box at the end of the driveway, sprayed with ammonia to keep bears away.

Recycling: the green recycling container on the road.

No loose plastic bags in recycling. They count as trash and need to be kept separate.

Pickup days

Summer: trash and recycling are picked up every Wednesday.

Labor Day to Memorial Day: trash and recycling are picked up on alternating Wednesdays.

Service is Waste Management: 800-642-8850

Supply hints

Master bedroom closet

The vacuum cleaner, paper products, light bulbs, and extra kitchen and bath supplies. Various baby products are there too.

Check here before shopping, and restock anything that's running low.

Cleaning supplies

In the closet under the steps and under the kitchen sink. There may be extras in the master bedroom closet.

Trash compactor bags

In the food pantry on a lower right shelf. **Don't store them under the steps**, because of the heating unit there.

Helpful contacts

FIRE / AMBULANCE / DIVE TEAM
Tafton Fire, emergencies
911

FIRE / AMBULANCE (NON-EMERGENCY)
Tafton Fire
570-226-4273

HOUSEKEEPING / CLEANING
Kristen Ruggieri
(570) 369-3083

PLUMBING
Paupack Fuel Oil, Plumbing and Heating
(570) 226-4823

PLUMBING
Jim Histed Plumbing and Heating
(570) 698-8797

ELECTRICAL
Dillon Cilento @ DR Electrical
570-242-9160

ELECTRICAL
Glenn Carmen
516-658-3499

TRASH & RECYCLING
Waste Management
800-642-8850

DOCK ISSUES
Scane Renner
570-493-8389

DOCK ISSUES
Eddie Renner
570-229-3360

SNOW PLOWING
Dennis Fink
570-470-0986

ELECTRIC UTILITY
PPL Electric Utilities
800-342-5775

INTERNET & CABLE
Blue Ridge Communication
800-426-0606 or **570-226-4914**

PEST CONTROL
Terminix
800-TERMINIX