



Sarakiz Villa User Guide

Villa C
Hürriyet mahellesi
162 sok. No. 9
Ciftlik
www.villa-fethiye.com

Introduction

We hope that your stay in Sarakiz Villa will be an enjoyable one, and this user guide is designed to quickly answer any questions you may have about staying there. If you have any comments or items to add we would be more than happy to hear from you.

We also have a guide to the local area which we provide for guests.

Best Regards,
Edward Crompton
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Email: emcrompton@realpointproperty.com

Arrival

If you are making your own way, please see Appendix 2 - Directions. We will make arrangements with AA Services to meet you at the villa and provide you with the keys.

If you are collected at the airport using AA Services, their driver will have the keys and show you into the villa. For the Transfer service, please see separate document "Airport-Transfer.pdf"

Access to Villa

Access is via the front door, which is at the car parking area just off the access drive. See note on **Using and Locking the Front Door** below. Once the top lock is fully unlocked, you use the lower lock to actually open the door. In the evenings there will be lights around the villa and also the pool.

Emergency Contact

The villa is managed by **AA Services**
Their office is open 10:0 until 18:00 Monday to Friday
Tel. +90 (0)252 613 6782

For Emergency / Urgent calls :

Mobile (24 hour):

From UK telephone: 0090 538 263 3936

From Turkish telephone 0538 263 3936

Email: allaspectsturkey@yahoo.co.uk

The office is near the Calis market.

After your stay - leaving the Villa

If you are making your own way to the airport, please arrange with handover of the keys with AA Services. Their office is not far from the villa so can be left there if the office is open (contact details above).

If you are using the transport provided by AA Services then you can leave the keys with the driver when he picks you up.

Ensure that **all windows are locked, the metal gates on the patio are locked and the patio sliding doors are locked and bolted** before leaving the villa.



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Swimming Pool

The pool attendant cleans the pool every day, usually in the early morning. Please leave the pool for at least an hour following treatment. Do not use attempt to add any chemicals yourself.

Welcome Pack

We provide you with a welcome pack as follows:

- Loaf of bread
- Milk
- Teabags
- Coffee
- Orange Juice
- Sugar
- Bottled Water
- Margarine & Jam

This should be enough to start your holiday off, but if you have any specific dietary requirements please contact us before your visit. We can also provide special extras on request for a special occasion.

Towels

Towels are provided for use in the villa.

Please use your own towels for the pool and beach. If you forgot to bring a pool towel they are readily available at local market and shops in Calis.

Washing Machine

A washing machine is provided for your own use (see Appendix 1 for instructions). Instructions are available in the Utility room, including a full manual.

Oven / Hob / Extractor

All cooking is electric – there is no gas in the villa.

The cooker/hob usage should be self-explanatory, but a manual is provided in the utility room.

The extractor has on/off button and a light switch – simple as that.

Linen

Clean linen is provided for the duration of your stay. A washing machine is provided should you wish to wash this during your stay.

If you would like a change of linen during your stay this service is available on request at a small charge depending on amount.

Please contact AA Services to arrange.



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Keys

The key fob is used to switch on the electrics and the slot is immediately on the left as you enter from the front door. When you remove the fob all electrics are switched off except the fridge, downstairs lights and sockets (so lamps and the TV can be left on when you got out for the evening – see **Security** below).

The air-con will switch off, but this is very efficient and will cool your room within a few minutes on your return.

Water Supply

Water is a precious resource in Turkey so please remember to conserve use where you can.

Water Stop tap

The main water stop tap is outside at the far wall beyond the patio, and is next to the water meter. This will cut off all water supply to the villa in case of any emergency. Should any of the bathroom fittings start to leak, each one can be isolated with two taps that can be found in each bathroom – either under the sink or on the wall. If in doubt, turn off on the main water stop tap. In case of a leak please contact AA Services immediately.

Electric Supply

The supply is standard European 220/240 V. The main electricity switch is in the entrance hall, to the right as you enter the villa. Please do not touch anything in the Electric cupboard next to the front door of the villa, nor at the main entrance next to the main gate.

Security

Tourists are always a target for thieves, so we advise precaution whether you are in or out of the villa. We noted an increase in break-ins in the area in 2008 (which seems to be the trend throughout Europe). The local police (the Jandarma) have increased their surveillance in the area and we have taken additional preventative measures. It is worth commenting that most Turkish people are very honest and trustworthy – the incidents seem to come from outsiders who look for easy opportunities.

- We have provided a safe which is in the kitchen cupboard next to the fridge. This is for your own use to keep your valuables, but this is at your own discretion. We would advise that you do not bring valuable jewellery with you on holiday. You can set the code for the safe yourself – please see the notes regarding the Safe below.
- Ensure all windows and doors are **closed and locked every time** you leave the villa. This includes the metal gates on the patio,
- Secure the patio doors by using the **bolts provided at the top and bottom**. These simply push in and out, but you may need to turn them anticlockwise to pull them out.
- Ensure that the main front door is kept closed at all times.
- The key fob allows you to leave on lights on the ground floor when you go out in the evening. We suggest that you leave a lamp on and also the TV if you are out for any length of time in the evening.



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- In case of any incidents, please contact the AA Services emergency number – see the first page of this manual. The address of the villa is on the top of each page of this manual.

Using and Locking the Front door

You always need keys to get access to the villa.

The top lock is unlocked by the key with the round head. It can also be locked from the inside by turning the knurled knob..

The main lock near the handle operates up to five dead bolts as you turn it each time.

To open the door keep turning clockwise until it will turn no further – you may need to gently pull the door towards you to for the last turn, then gently push the door open.

Safe

A safe is provided in the kitchen cupboard next to the fridge.

There is an instruction card next to the safe to explain how to set the code for the lock. Please do not write down the code – choose a number you can easily remember.

Emergency Lamp

In the utility room on the shelf you will find an emergency lamp in case of power failure. We suggest that you charge this at the start of your stay.

Please recharge after use once the power returns.

Although power failures are quite rare, this is for your own comfort in such events.

Cleaning

Cleaning materials and equipment is provided in the utility room and kitchen.

Most guests prefer to clean the villas as they go but if you do want a full clean during your stay this can be arranged at a price of £22.50; please contact AA Services to arrange.

Sun beds and Umbrellas

These can be left out overnight, but please bring in the cushions in case of rain (not likely !).

The umbrellas fit into the bases using a connector which is stored under the base. The bases need to be filled with water before use.

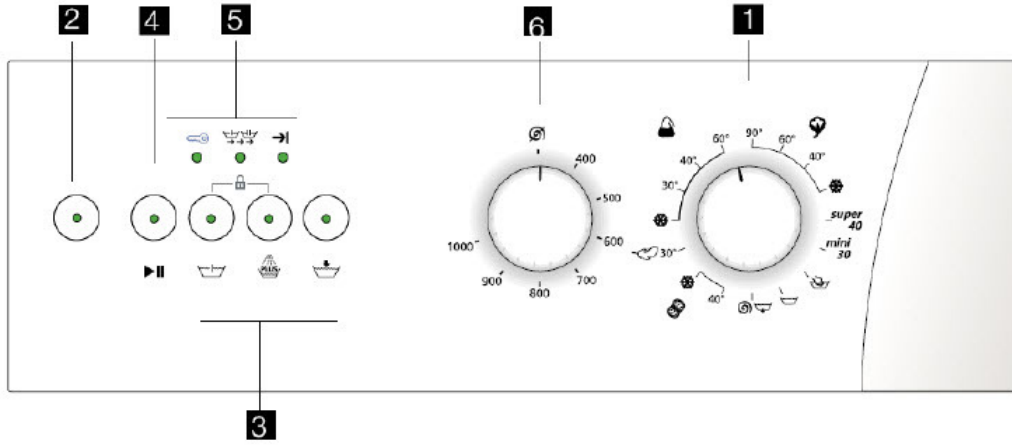


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Appendix 1 – Washing Machine Instructions

A full manual in English is provided. The diagram in the manual differs slightly –button 4 and knob 6 are not present so can be ignored.



- 1** Program selection knob
- 2** On / Off button
- 3** Auxiliary function buttons

- 4** Start/Pause/Cancel button
- 5** Program follow-up indicator
- 6** Spin speed selection knob

Below is a translation of the controls on Dial [1] so you can match them to the manual. The Programmes are listed clockwise from the top (which is not the same order as the manual). The manual contains further details for each Programme.

Turkish – on Washing Machine

Pamuklu 90
Pamuklu 60
Pamuklu 40
Soguk (Pamuklu)
Eko 40
Hizu 30
Elde Yikama
Durulama
Sikma & Pompa
Yunlu 40
Soguk (Yunlu)
Narin 30
Soguk (Senetik)
Senetik 30
Senetik 40
Senetik 60

English Manual

Cotton 90
Cotton 60
Cotton 40
Cold (Cotton)
Super 40
Mini 30
Hand Wash 30
Rinsing
Spin & Pump
Woolen 40
Cold (Woolen)
Delicate 30
Cold (Synthetic)
Synthetic 30
Synthetic 40
Synthetic 60



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The manual explains how to use the machine, but here is a translation of the remaining controls and indicators :

Diagram #	Type	Turkish	English (in manual)
[2]	Button	Acma Kapatma	On/Off Button
[5]	Indicator Light	Kapak	Program start, door locked
[5]	Indicator Light	Yikama	Program progress.
[5]	Indicator Light	Bitti	Program End. Door unlocks after 2 minutes.
[3]	Button / Light	Basla Bekle	Prewash
[3]	Button / Light	On Yikama	Rinse Plus
[3]	Button / Light	Ilave Durulame	Rinse Hold



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Appendix 2 - Directions to Villa from Dalaman

From Dalaman Airport

- Leave the airport and follow the main road, through one roundabout (with traffic lights) and on to the second roundabout. This is about 3km from airport.
- Turn right for Fethiye and Mugla and keep on this road, which is the main road to Fethiye.
- You will go through a tunnel, Toll fee 3 YTL.
- After about 30 minutes you pass through Gocek, then Ciftlik.
- After Ciftlik the road widens into a dual carriageway.
- Turn right at the sign for **Calis Beach (Plaja)** and the **Hotel Turquaz Garden**.
- Take the first turning on the right (about 200m) down an unsurfaced road, which is also signposted (illuminated at night) for **Hotel Turquaz Garden**.
- You will quickly see a **small wooden house on the right**; turn right straight after this house along a rough track to the four walled villas.
- You have arrived at the gated entrance to the four villas.
- You can enter the grounds of the villas by sliding the main gate to the right.
- Sarakiz Villa is the third villa.