

## General

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- Wireless password ashfordinn
- Turn front porch lights, sign lights and side entry lights on at 5:00 in the winter, and 8:00 in summer (at dusk). Don't forget to turn them off when you arrive in the morning.
- If the internet needs to be reset, turn off the power switch and then back on. If for some reason the wireless doesn't reconnect call Star **800-945-4233** or **910-564-7888** for service.
- To forward the phone to your cell:\*72 then dial area code and your cell phone number
- To release:\*73
- Refill water in upstairs Keurig coffee maker daily, wash and put the tan cups back in the tray, and refill supplies in the dresser under the long mirror outside the Forrest room. I use a plastic pitcher from the kitchen.
- Keep heat at 68 unless someone is in 5, then set to 70. AC at 75 for the house, or 70 for a guest in 5.

## Laundry

Washer – for towels and sheets use Oxyclean and detergent in the drawer marked dry detergent, and vinegar in the fabric softener section of the drawer. Ammonia can go in the bleach section. Please pre-treat any stains with the Oxy spray. Wash towels with towels and sheets with sheets only.

Press the Power button, and then hold down the Start button. The Quick Wash should work for everything you'll need, but I do use normal wash for the big white comforters.

Note: Please do not wash kitchen towels or napkins and table cloths with guest towels or sheets. For them, just use the detergent. Aprons can go with rags or napkins. Rags with rags only!

Dryer – Please use the casual setting as to not cook things too much.

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## Breakfast

Served between 7am and 9am. Weekday guests tend to eat between 7 and 8, while it tends to go later on weekends. I arrive 1 hour prior to the first one.

- Make coffee and turn on oven, you never know if you need to warm something
- Start with fresh fruit and yogurt, or a cobbler, cooked fruit, leftover watermelon, smoothie, etc...
- Serve an entrée (omelet, poached eggs, scrambled, frittata, pancakes, waffles, French toast- the sky is the limit) with a meat (bacon, sausage, turkey sausage, Canadian bacon, sliced ham), and a side (grits, potatoes, sweet potatoes, more fruit), and something sweet if you feel like it. I usually have muffins or fruit bars around, but if your entrée is ample, you probably don't need it. I don't buy commercial bread, and don't serve toast as a rule. Anything you make will be different to them, so just go for it.

- Turn on the radio (the default is NPR, but if you want to play CDs, that is fine) in the dining room and all of the lights in the yellow dining room. In the winter, I turn on the gas fireplace to take the chill off.
- Once they are served the entrée I start cleaning up the dishes and kitchen.
- Each guest has their own time (and are late sometimes) so I use a little chart when there are a lot to keep track of the times they requested at check-in, and any allergies/aversions.

## Housekeeping

Deanne Flock (919-722-9554) comes on MWF and knows what she needs to do, but please indicate whether the rooms need to be fluffed (returning guest) or cleaned (new guest). You can ask her to come on an off day, just let her know, so you aren't trying to clean all six rooms. The cleaner the better. I take care of the kitchen by sweeping the floor and washing it with 1:1 vinegar and water. The first floor needs to be vacuumed and the bathroom given attention as well.

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## Reservations

We take reservations over the phone, through SuperInn, and through Bed and Breakfast.com.