

*Welcome to*



Tenwood

L

O

D

G

E

*House Manual*

## Table of Contents

1. Table of Contents
2. Tenwood's House Rules
3. Tenwood's Purpose: Have a great stay!
4. Kitchen Details
5. First Aid Kit, etc.
6. Technology & wifi
7. Utilities
8. Heat & Cooling
9. Country Living: Windows, Screens and Insects
10. Ithaca is Green: Assorted Waste
11. Towels and Robes
12. Lights and Night Lights
13. Room Specific Details
14. When it's all over
15. The Ten Woods of Tenwood Lodge
16. Large Group information
17. Additional Notes (fill-in)
18. Emergency Script

### **Tenwood's House Rules:**

We put these online for the whole house rental

- We hope you will have a fantastic memorable time during your special visit.
- We expect you to treat our special family retreat home with care and love as we do.
- We do not offer Tenwood Lodge for drunken gatherings or bachelor parties. Please find a different place if this might possibly describe your group.
- We have lots of special items, wooden features, furniture and floors (don't put wet things there, we have provided towel racks and a clothes line also)
- Please refrain from touching the taxidermy mounts, enjoy looking at them.
- This is country living, we have screens on some windows, the others only look through the glass. Only open **screened** windows to prevent uninvited guests: gnats, etc.
- We have an electric fence around the garden to keep out the huge deer population.
- Picking the veggies in the garden is our job, we may share it with you if that is fun for you. Please do not allow children in the garden without responsible oversight, it is easy to damage plants, we are happy to teach kids about our gardening.
- Parents are responsible to protect their children around windows, the pond, the firepit and firewood stacks, farm equipment and woodstoves in winter .
- Parties with others who are not guests will be considered, BUT need to be negotiated in advance prior to booking (we love to celebrate and there are lots of reasons to do so in Ithaca, we are happy to help you plan fun events and will suggest catering if you like).
- The basement is off-limits except for storing trash.
- Drinking should be done responsibly and we are happy to recommend wineries.
- No illegal substances, please.
- No smoking except in the designated area, using receptacles for waste.
- No use of firearms.
- No Pets.
- In writing this, we don't want to be control freaks but we have found that it is a good idea to be clear in our expectations.

## **Tenwood's Purpose: Family Time Together**

**We want you to have a wonderful time!**

We built our retreat home with our family in mind, hoping to build connections through relaxation, recreation, the beautiful location and meals together. We share it because we are in the empty nest phase of our family. We appreciate your help in making it achieve its purpose (as well as we thank you for helping us pay the taxes).

When we turn the house over to you, we recognize that there are a lot of questions that we wish we could be there to answer in person to make your stay more simple. Things that we do without thinking are unfamiliar to our guests and we encourage you to ask ANYTHING for you need.

Kim's cell - 718-757-9762

Russ's cell - 718-757-9624

Hopefully this Manual will help you before you even need to look for something.

# Kitchen

**Dishwashing** - soap is in the steel spout in left corner of the sink. Please try to mop up water splashes on wood near the kitchen window.

**Dishwasher** - Packaged “pills” of detergent are under the sink. Push button on left to turn off the blinking light if it bothers you when dishwasher is not in use.

**Rangetop** - Burners are huge, hot, professional burners for large pots and will burn handles if you are not careful. Must use overhead fan to remove carbon monoxide, humidity and grease. If you are used to natural gas in a typical urban setting, this is LP gas which burns HOTTER than natural gas and will burn things faster. The griddle should have a small amount of oil or butter added when pre-heating. Please don't use soap on the griddle, as it cools, use a tan washcloth (with red dishrags), water and a spatula to clean it. If food is still stuck, when still slightly warm, use the blue scrubby part of the scrub sponge.

**Range Hood Blower** - MUST BE ON when using the range for anything, to remove gases, heat, smoke and spatters of grease. Must have a screened window open for ventilation. There are several levels from 300 to 1200 cfm, please turn it up if using more than 1 burner.

**Tea Kettle** - the cordless electric tea kettle is the best choice for heating tea water

**Griddle**- While preheating, remember overhead fan must be on. Griddle is awesome for pancakes, no hotspots! Bacon is better done in a deep roasting pan in the oven (use range's fan across room to vent it also)

## **Other Kitchen Items**

Slow Cooker

Rice Maker

Waffle makers - spray lightly with “Pam”-like spray before use

Blender - part of Bosch Kitchen Machine or use the NutriBullet

Cuisinart - 7 quart, “fussy”: can be broken or won't work if care is not taken to engage safety latches. Chopping blade, dough blade, slicer, grater in separate container.

Kitchen Aid mixer - wire whip, paddle, dough hook

Tortilla Maker -nice tool, ask for tips :-)

## **First Aid Kits, etc.**

Fire Extinguishers are located in the kitchen and at the top of the bunkhouse steps (second floor)

Carbon Monoxide and Smoke Detectors are hard-wired into our electrical system.

There is a fire escape ladder in the Turret Room, be sure not to panic and to attach it carefully if it is ever needed.

Band Aids, larger gauze pads/tape, triple antibiotic ointment, various over-the-counter medications (Allergy-Benadryl, Ibuprofen, etc) are in the small cabinet in the powder room next to the Laundry Closet. (Also some are in the Bunkhouse Closet - second floor).

Other extra items are in the dining room cabinet drawer under the wine glasses.

Emergency Medical information:

**Nearest Hospital/ER:** west side of lake from downtown Ithaca on Rte 96 North(not 96B)

Cayuga Medical Center | 101 Dates Drive, Ithaca, NY 14850 |  
607-274-4011 about 12.5 miles from Tenwood (22 minutes, traffic dependent)

**Urgent care:**

8am-8pm except Sat/Sun 8-5pm

**Well Now** (our preference-closest 8 miles/15 min)

740 S Meadow St, (**Near Staples**) **607-319-4563**

**7 am to 10 pm 7 days** (Thanksgiving/Christmas: 7am -3 pm)

**Convenient Care at Ithaca** (connected with Cayuga Medical Center)

**10 Arrowwood Drive, Ithaca, NY 14850 (past the big Triphammer malls off 13)**  
**607-274-4150**

Located at Route 13 and Warren Road, Ithaca  
about 14 miles from Tenwood (23 minutes, traffic dependent)

## **Technology**

Our family tries to “unplug” when we are here...so this may be different from your norm. We used to have limited internet, but now is unlimited fiberoptic

**Television**-Although we have a new ROKU TV, we have no network or cable TV.

### ***Internet-***

Wifi network is Tenwood

Password is Welcome!

### ***Cell Service***

A Verizon cell tower is up on top of our ridge,

AT&T seems to work well for guests, although we are not familiar with their service.

### ***Clock radios***

Are in each room

Directions for setting them should be in each bedside table.

### ***Amazon Smart Speaker and Sub woofer***

You may know more about Alexa than we do. Just say Alexa and ask her to do something.



## Utilities

### **Hot Water Delay**

The tankless on-demand hot water heater is an energy-saver which uses less fossil fuel, but takes a couple of minutes to begin production of unlimited hot water (especially for the kitchen) so keep it running while you use it, if hot water is not running it stops heating.

**Air-conditioning/Heating Units** - New in 2019, we have air-source heating and cooling units (mini-splits) in each of the 6 bedrooms and the Great Room. Each bedroom has a remote next to the conventional thermostat, except the Bunkhouse where they are near each door. Please keep the remotes in the room holder as much as possible. Error codes will show as 2 hyphens and the units may not work if different remotes get set to different modes, keep all 7 remotes on either cooling or heating, not auto. Please be sure to have the remotes to OFF if you choose to open the windows. We find 68-72 works well for cooling for us, please leave the temperature at 75 at check-out.

**Avoiding AC On Hot Days (optional)** - Each room has at least 2 windows with screens in them. Only open the screened windows, but once the temperature outside is lower than in the house, do open them up--just be sure the mini-split remotes are all OFF. If it is expected to be a scorcher of a day, it is important to tightly shut the windows first thing in the morning and put the shades down. Ceiling fans will help keep you comfortable.

**Water Cooling** - Go to the wonderful state parks in the afternoon to enjoy the cold creek-fed waterfalls with their natural swimming pools at Robert Treman State Park or Buttermilk Falls State Park, or bring a lunch and lounge lakeside at Taughannock Falls State Park -- don't forget to swim out to the dock in the cool lake.

## Heating Season

**We've got too many choices, don't we? In general, enjoy, but we suggest not exceeding 72 on the thermostats.**

The radiant floor units on the first floor and the 2nd floor Lodge bathroom are great, but use fossil fuels. We like them for when we are present in the home.

New mini-split wall units with white remotes in 6 bedrooms and trophy room are excellent for the shoulder seasons (late summer/spring and fall/early/late winter). This heat is powered by renewable clean solar power.

Wood stoves in Trophy Room and Bunkhouse first floors. Renewable wood radiant heat, lovely ambiance and a great choice on super cold days. Be sure you have been instructed in and understand how to control them to prevent dangerous creosote buildup with proper burning temperatures. This method often overheats the trophy room and the second floor den to 80, but that goes with the territory, enjoy, keep the other doors open to let the heat migrate by convection.

**Help us to limit fossil fuel consumption-do not exceed 70 F!**

- During heating season, initially try to keep the thermostat between 65 and 70 F.
- There are Warm Floor <sup>™</sup> radiant floor systems throughout the first floor and in the second floor Lodge bathroom. There is a 20 minute lag time to heat the floor in the Lodge, then it may make the room too hot, please only increase the temperature 2-4 degrees above the room's current temperature to turn on the floor. You should hear a click as it turns on. Consider turning it down slightly once you notice the floor is warm beneath your feet.
- Thermostat for the first floor is located in the trophy room behind the kitchen wall where the toaster is. The Master Bedroom has TWO zones, the bedroom and the bathroom, you may set each separately. The bathroom on the second floor has its own zone with radiant tile floor. The 3 other bedrooms each have separate zones and baseboard heating.

### **Wood stoves**

1. Please DO NOT use the indoor woodstove unless you have received instruction by Kim or Russ or discussed it with them.
2. IMPORTANT-monitor the flue thermometer and burn it in the optimal range (middle)-not too hot or too cool. This can quickly escalate if you add a lot of fuel at once-take care.
3. We are happy to start the stove for you if we are here-(it isn't that easy-our experience may prevent smoke and soot problems, please ask!)
4. Air intake is different for each stove:
  - Trophy room: lever is a vertical flat piece next to the left leg of stove as you look at it. Pushing lever LEFT will let more air in so it will burn hotter and faster, RIGHT is more closed (slows it down)
  - Bunkhouse and Barn- knob on metal rods in center beneath door, push IN lets more air IN to make it hotter, pull OUT keeps air OUT (slows it down)

### **Fire Pit**

1. The outdoor fire pit is expected to be used for mellow fires and smores. 3-5 logs at a time is plenty. We have a wood rack with 4 sections (your first section is complimentary, after that each section is \$25) Please don't burn the wood from the round piles--it is our high BTU wood for winter heat. Ask for more if needed.

## Country Living: Windows, Screens and Insects

**FLY SEASON** begins in May or before. This is country living and there are some insects that you may see. You will have fewer in the home with you if you follow these principles. Not all windows have screens -the view is better without them - PLEASE only open screened windows (exception: if escorting a bug/fly to leave!)

**GNATS**- are tiny, non-biting, but annoying bugs that are drawn to light. They are night nuisances. If room lights are on and the screened windows are open at night, the screen gets frosted with them. Be careful with windows and doors, avoiding entering a door at night if the light next to it is on. We find leaving the dining room light out and entering by the south deck or front door is good. If coming in the bunkhouse door definitely keep both interior and exterior lights near the door OFF.

**LADYBUGS - and CLUSTER FLIES** are oddly normal for all dwellings around here, particularly in spring and fall. We vacuum them as much as we can, in colder weather they congregate near the warm windows (south facing). If you use a fly swatter and smash them on the walls or windows, please get some damp tissue and wipe up the remains before it become permanently cemented there, things like this may bring deductions to your deposit. A simpler method is to shoo them out a non-screened window if they are near one.

# Ithaca is Green: (As)sorted Waste

Ithaca is Green, recycling is mandatory, compost and redeeming are optional

**Trash and Recycling** cans (one has recycling symbol) are in the kitchen. Smaller wastebaskets in each bedroom and bathroom.

**Diapers** get special attention, see Kim for a bucket for diapers, newspaper and bags, or just mix them with the regular trash.

**Recycling is all combined:** Paper/cardboard/all plastics with recycle symbol/jars and bottles/cans/foil are all commingled in one bin.

**Compost** may be collected with a bowl and placed out in a bucket near the barn or you dump it in the woods compost heap if you choose (we recommend doing this during full daylight so as not to encounter assorted critters. Vegetable scraps, non-meat scraps, coffee/filters/biodegradable tea bags are all ok. It is ok if you don't want to do this on your vacation, no judgement from us! We can show you where to dump it each day. Leaving it in the kitchen between meals will attract gnats and fruitflies and leaving it outside will bring critters you don't want to meet.

**Redeemable items** (cans/bottles/bottled water with NY redeem printed on them) can be separated into boxes in the basement or if you prefer, just rinse and recycle. Juices and hard cider containers are NOT redeemable, just recycle them.

**Replacement trash bags** are under the kitchen sink. For small wastebaskets we re-use plastic shopping bags, also under kitchen sink and perhaps the 2nd floor bathroom sink.

**Please rinse** all cans/bottles/containers/messy foil prior to recycling them.

**Place full trash and recycling bags** in designated receptacles at foot of **basement steps**. (PLEASE carry the whole can down and back to prevent leaks in the house) For recycling, please make sure it doesn't get mixed with the trash.

## **Towels and Robes**

There is a set of towels for each person placed in the bedrooms. Some bedrooms have towel racks on the inside of the closet doors so you can air dry them and keep your towels from getting mixed up with someone else's.

There is one spa robe for each bedroom for relaxing in or for traveling to/from the shower. If you use it at all please leave it with towels or leave it on the floor (if dry).

Help yourself to darker washcloths for removing makeup (may be in second floor bathroom cabinet).

Additional towels and bathmats are in the oak cabinet on the second floor at the top of the stairs. Please keep our nice bath towels in Tenwood Lodge. There is a whole bin of great beach towels for lake and waterfall use, it is often on the landing to the basement, please ask if you can't find it!

# Lights and Night Lights

## **Touch Lamps**

We have 5 touch lamps that have 3 levels. The one in the front hall functions well as nightlights if they are kept on low. The other 4 are in Turret, Pasture and Family rooms.

## **Exterior Lights**

The Front Entry has a motion detecting exterior light. Keep the light switch ON for this to work. The Parking area light switch is located to the right of the rangetop, please turn it off when not needed, try not to leave on overnight or it will be forgotten.

Porch and other exterior lights are best kept off if you are using the doors next to them during buggy evenings.

## **Interior Lights**

The Dining Room has 1 switch, near the front door, left of the cabinet.

Kitchen lights are near the coffee pot and near the door by the pantry cabinet. Island and breakfast table lights are to the left of the bow window. Sink light is to right of the sink.

## **Room Specific Details**

### **All Bedroom and Bathroom Shades**

Bedroom shades are top-down bottom up light-filtering shades. If screened windows are open, please keep the shades open to keep them from getting dirty. If you want more privacy with the windows open, try to keep part of the shade open to minimize blowing and banging of shade.

### **Turret Room**

We leave the stairway light on as a night light and pull the center chain on the ceiling fan to turn off the main light

Hot Days, be sure to close all the windows and shades early in the AM to keep out the sun.

If rain is even suspected, be sure that North (behind bed) and South (longest) windows are shut when you leave the room for the day. Several small side windows can generally be left half-open with no problems. It rains like crazy at times and if it comes in permanent damage to the wood floor may happen.

### **Master Bedroom**

Door to outside has internal blinds in the top half of it. There are 2 slides to open and then control the tilt of the internal blinds. Use care to make the blinds level before OPENING them.

### **Pasture Room (Horse) and Family Room (Orange)**

Square Awning windows may be left open for ventilation during gentle rainstorms. If there is any possibility of rain, be sure to fully close the 4 casement windows if leaving the house.

Pasture Room will be cooler if shades are completely closed during hot afternoon days due to its southwest exposure.



# Tenwood's Large Group Suggestions

(primary renter should share with the guests to make sure you get your full deposit back)  
These details are considered common sense by 95% of our renters, but read closely.

Over the past 7 seasons we've been delighted to host people at Tenwood Lodge who have made wonderful memories here during family reunions, college commencements, landmark birthdays, bridal showers, girl getaways, bachelor weekends, wedding groups, and college and friend reunions. Please note: we very clearly have stated that we no longer allow bachelor parties due to excessive drinking and not taking care of our special home.

While everyone we've hosted has been very appreciative and sought to care for the property, about 5% of them have left the property in the situation that we've had to do hours of excessive (beyond the normal) cleaning. Therefore, although normal cleaning is part of the regular cleaning fee (you are on vacation, not here to make the house look perfect when you leave!) we are making clear here as we did in the rental agreement that the damage deposit is really an **excessive cleaning/damage deposit**. Any time spent beyond the normal amount of cleaning time will be deducted at the rate of \$30/hour from the deposit.

These are extra hints that apparently are not common sense to all our guests. We share them for your benefit to care for the house (beyond the "when it's all over in the house manual")

## How to prevent excessive cleaning and damage deductions:

- 1) We encourage people to follow a "shoes off" policy inside, bring slippers if you like. But this is up to you, many people just like their shoes-please be careful of wet shoes though, and tracking grass and soil in. Clean socks are appreciated over bare feet. Towels to keep wet shoes on in the entry hall are available.
- 2) Avoid eating or drinking beverages other than water in the bedrooms and living areas, keep food in the dining area, kitchen and outside. Wipe up spills when they happen or it gets tracked elsewhere.
- 3) TenWOOD Lodge has lots of wood, 10 different types in the building and more in the furniture. Wet towels and beverages will damage our furniture and floors if left there. Towel racks are in most of the rooms, an extra one is on the first floor in Bunkhouse.
- 4) Beware of letting flies and mosquitoes in the house. Open ONLY THE SCREENED windows! At night, turn off some of the indoor lights by the door you will be entering to decrease the insects' desire to follow you in.
- 5) Ithaca is VERY environmentally oriented and has strict trash and recycling policies. Trash can be expensive to dispose of, but it is also more of a local mindset of caring for the earth. You are on vacation and we don't want you to stress out or work too hard on this, but if you are aware of the guidelines below, it is simple to do- if all guests are informed of this.

- 6) Rinse off food and recycle all containers, recyclables can be mixed/co-mingled: paper, glass jars/bottles, metal and plastic, **EXCEPT please separate the NY DEPOSIT** items (cans/plastic and glass beverage bottles) from recycling. Glass deposit bottles should be kept in the crates/boxes/6-packs found to prevent glass breakage (and bloodshed!)
- 7) If you have a large group of beer drinkers, a keg may simplify things tremendously. We have a large plastic tub which works well on the northeast and east porches and recyclable solo-type cups can be marked with names using our sharpie markers.
- 8) We can provide a 5 gallon bucket for those who are interested in composting vegetable scraps and food leftovers (but not proteins like meat/eggs/cheese/bones, etc). We keep it on the side porch and add to it until it's time to dump it. No judgement if you don't use it. (lately we've had "critters" getting into this so let's talk if you want to do this!)
- 9) Please don't wash fats, oils or grease from cooking down the kitchen drain! They can be left in the frig in marked yogurt containers and we will be sure they make it to the Tompkins County Solid Waste and Recycling Center where they are made into biofuel!
- 10) Coolers should be left on the porches to avoid indoor water damage from leaks and spills. All porches to the north (towards the driveway/orchard) are good choices to avoid sun's heat.
- 11) Time around the firepit is very special for some of our guests, but we discourage large fires in our little pit to protect our lawn. The wood that is in the round piles is for winter heating only, please leave it to season for that purpose. We provide an allotment of wood for each 3 day segment of a stay, beyond that, each additional amount will be \$25/portion. Because of invasive pests, it is against the law to transport non-kiln dried firewood from over 50 miles, so please don't bring wood from your home if you live outside the region.
- 12) The linens and towels are for your use, but using too many will incur more cleaning charges. Ask if you don't understand what sizes the bedding is. We have a system.
- 13) **Sleep between the sheets**, pull the bedspread back, do sleep on top of the bedspreads and comforters, less wear and tear and staining (less chance of losing part of the deposit).
- 14) We have lots of beach towels and a couple of lawn blankets for picnics here or at the parks. Please ask if you don't find them, keep the bath towels in the house, thanks!
- 15) Please refrain from putting on **cologne** in the house. It would be appreciated that if you do have it on, take a good soapy shower. Oddly enough, it's been the guys with the cologne that end up lying on top of the comforters, and our normal wash, even with extra soap, etc. just doesn't do the trick--it takes SEVERAL trips in the washer to remove the scent-and many guests are allergic.

If something gets seriously stained please let us know. We are great at removing many stains if we treat it ourselves before washing, if you try to treat it, it may not work so well. If something gets damaged, also let us know, It is much easier to know ahead of time than if we find it.

## When it's all over

It is always sad to say good-bye to our guests, but we want it to be easy for you to pack up.

We don't expect you to leave the home as clean as you found it, but:

Kitchen should have **dishes/cookware clean** and put away, drying in rack or left washing in the dishwasher. If you aren't sure where it came from please just leave it out.

**Stove** should have spills wiped up when they occur after the burner and grate has cooled down.

**Gather all trash and recycling** from cans and bathroom and bedroom wastebaskets and place in the basement receptacles provided. No need to replace bags.

**Refrigerator** emptied of all food that is no longer worth eating. If you liked it but don't want to bring it with you, leave any leftovers (We have a teenage son who eats anything as well as several college students with whom we are friendly!)

It is preferred that you do not strip the beds when you pack up, however, if you want to strip the beds that's fine, but **keep sheets in the bedroom they were used in**, sizes vary according to room.

**Towels** can be left on the closet racks or in the bathroom, keep off the wood floors. Spa robes, if used, should be put with towels in basket or bathroom or on a towel rack.

## The Ten Woods of Tenwood Lodge

We knew we wanted to name this unusual house something special. Since we love wood, we decided to put as many different kinds of locally available wood into the house as possible. Months later we were talking about golf and a 9 wood club and got to joking about calling the house “9 wood” if we had nine wood varieties. We started counting and came up with 10 different kinds, so it became Tenwood (no “s”) Lodge. Not all of it is locally milled, and virtually none of it came from our land (except the maple sapling handrails and the funky dishrag holder by the sink).

- 1) Pine: most obvious and prevalent, this soft wood is in the chunky stair steps, in the knotty pine ceilings, the second floor of the Bunkhouse and trims all the door and window frames.
- 2) Hemlock: this beefy softwood is found in the exposed ceiling beams in the dining room and the Bunkhouse.
- 3) Maple: the hand rails for each of the 3 stairwells were harvested by Russ from the hillside, the bark was (mostly) stripped and they were installed while green and dripping sap so they did not bend. Spalted Maple (aka wormy Maple) is also our prettiest flooring in the house--found in the Pasture Room. Maple “bleeds” beautifully when injured by insects or other wounds.
- 4) Hickory: this high-character, super hardwood is used for flooring in the Trophy and Dining Rooms as well as the Turret Room. We installed it in variable widths.
- 5) Birch: commonly found on commercial doors, this even grained wood is found in the Master Bedroom
- 6) Black Locust: Harvested and milled in nearby Newfield, this tough wood is used for the exterior decking as it is known to have a long life without rotting. We’re not thrilled with the milling job on some of these decks, though.
- 7) Cherry: we chose high character (with more color fluctuations) with its gorgeous dark wood and light variations and put it in the Family Room.
- 8) Ash: found on the second floor den floor is probably the hardest wood inside the house, we have a lot of it on our hillside, currently susceptible to the invasive Ash Bore Beetle, which is likely to kill all of this lovely species.
- 9) Oak: the cabinets in the second floor bathroom, as well as the painted over cabinets in our recycled kitchen are oak.
- 10) Fir: a structural soft wood, fir is hidden in our walls, supporting the whole house.

## **Additional Notes**

## **Emergency Script**

Call 911, Say the following:

We have a (fire/medical emergency/other) at 986 Steam Mill Road in Danby, south of Ithaca.

Please send: Fire trucks/Ambulance/Police

Steam Mill Road is off 96B, 1.4 miles south of the Danby Fire Department and ½ mile north of the parking area. The driveway is ½ mile down the road on the right.

The driveway is a long, level and winding gravel drive and house cannot be seen from the road.

We will have someone waiting near the house.