



# **Welton Woods Handbook**

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Welcome to Welton Woods. It is the Welton's pleasure to have you visit and want you to feel as though you are at a home away from home. In May 2003, it was Namify's Founder, Bryan L. Welton Jr.'s vision to create a haven for employees and their families to come and relax. For the past several years, Bryan has been travelling, gaining ideas around the world to incorporate into the project. It is a place that integrates work and family; providing the balance that is much needed for a successful, fulfilling life. We know that you will have a wonderful time while staying here at the Welton Woods Lodge.

There are rules and guidelines to be aware of during your stay at Welton Woods. These guidelines have been put in place to ensure all friends and guests visiting have the same quality of stay and ensured safety during your time here. Please review this handbook carefully to educate yourself, and you will be ready to enjoy Welton Woods to your fullest.

# **1 Things to Know, Before You Go**

## **1.1 Fairview and Mt. Pleasant**

Fairview is described as the 'gateway to Skyline Mountain' and it's true! The drive you will take to the cabin will have you drive through Fairview, UT. Fairview was founded in 1859 and received its name because the town's high elevation provided a 'fair-enough-view,' inspiring the town's name in 1864.

Welton Woods is located in Mt Pleasant on Legacy Mountain, next to the Skyline Mountain Resort. The resort is a very friendly and safe gated community. The mountain is home to many beautiful flowers, birds and animals. You will see chipmunks, *might* see eagles or owls and *probably won't* see foxes, cougars or black bears; although they do live on the mountain! The altitude at the cabin is approximately 7,700ft; be prepared for the change in the air!

The cabin is located on a mountain, and at times conditions can be unpredictable. We strongly recommend the use of 4x4 vehicles to ensure an easy arrival up the mountain.

## 1.2 Directions and Maps

Provided are the easiest directions from Namify in Springville to the Lodge. Any vehicle is fine to drive up the mountain; the mountain may be dusty at times and during rainstorms may be muddy. Here is the suggested route:

1. Driving from Northern Utah/ Wasatch Front on Highway 89 S, arrive in Fairview, UT. Continue driving South on State Street for 0.7 miles.
2. Turn left (East) onto 300 S. Drive for 0.6 miles. (You will drive through 2 stop signs).
3. The road will split ahead, veer to the right to continue onto Mountainville Hwy (11400 East). Drive for 1.8 miles (follow signs for Skyline Mountain Resort).
4. Turn left into the entrance for Skyline Mountain Resort (Birch Creek Rd). Stay to the right and continue ahead for 0.5 miles on the compacted gravel road.
5. You will come to a “T” intersection, turn left to continue on Birch Creek Rd. Drive for less than 0.1 mile. You will see a gate in front of you. Stop at the gate key box (it will be on your left). Use the provided gate key.

If there are multiple cars in your group, they can tailgate behind you. The gate will remain open as long as cars are passing through it. The box to use the gate key is approximately 15 yards in front of the gate. Hold the key with the arrow pointing up, and lay flat on the sensor. The gate will swing towards you.

Picture on how to use gate key:



**-Map and directions continued on next page-**





6. Pass through the gate and take an immediate right onto Birch Creek Drive. Drive for 1.0 mile.
7. You will come to a three-way fork (there is a map of Skyline Mt. Resort as a reference point), take a sharp left and follow the road through the S-curve. Continue through the red gate for approximately 0.2 miles.
8. Take your first left on Archie's Hideaway, follow this road for approximately 0.75 miles until you reach a sharp switchback (hairpin turn).
9. Take a sharp right at the hairpin turn and continue for 0.3 miles.
10. Turn left onto Snow Loop and proceed for 0.4 miles.
11. At the fork in the road with a sign for Katies Lane **keep left** to stay on Snow Loop for another 0.1 mile.
12. Next sign says Oak Springs Drive. **Keep right** to stay on Snow Loop.
13. At the "T" where the sign says Snow Loop and JD Way, turn right onto JD Way and proceed for a few hundred feet.
14. Turn left at the first driveway/road you see. Follow the drive a few hundred feet to the lodge.
15. Welcome to Welton Woods!

Cabin Address:  
23204 N. JD Way  
Mt Pleasant, UT 84647



Welton Woods Lodge Elevation: 7700 ft



Welton Woods



### 1.3 Gate Key

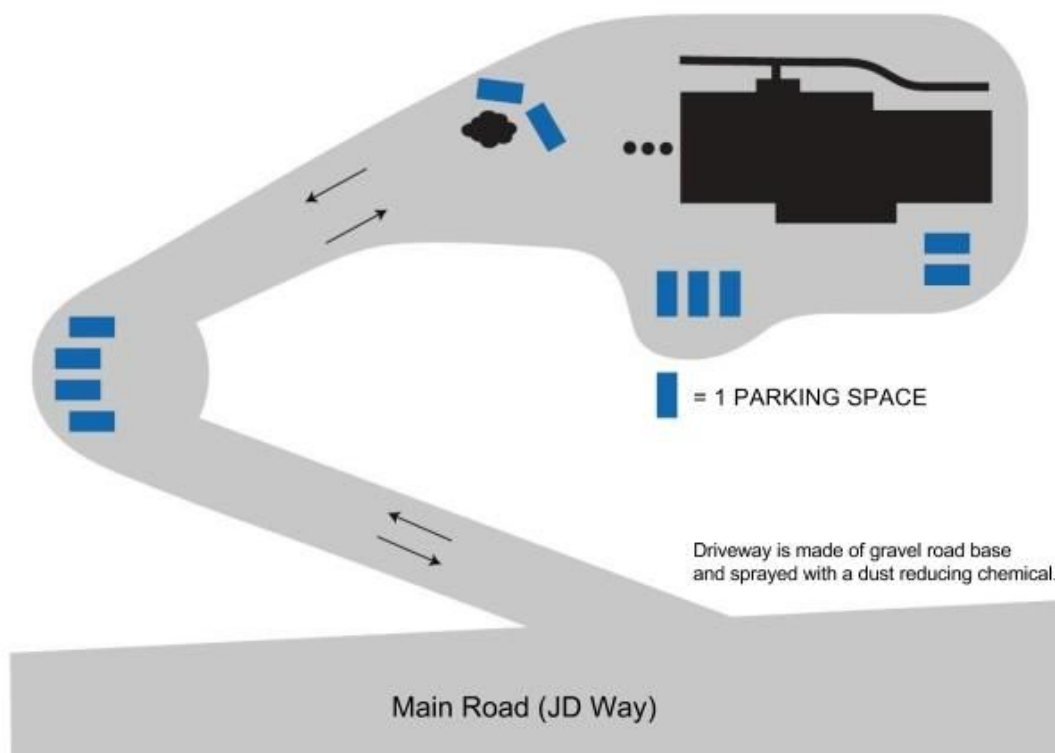
A gate key is required upon entering the Skyline Mountain Resort. Prior to your departure, arrangements will be made by the Welton Woods Lodge Coordinator to pick up the key on your day of check-in. All keys must be returned promptly after your stay to complete your check-out. Look to the map for pictured instructions on how to properly use the gate key.

### 1.4 Arrival

You will have been given a key that opens the front door as well as the basement door. Keep this key with you at all times. The front door is located on the east side of the cabin. In the picture below it is connected to the sidewalk. When leaving the cabin, lock all of the doors. Due to dust-no windows should be unlocked or opened during the day.

### 1.5 Parking

There is plenty of parking for cars at the cabin. There is a round-about that you can drive through and park on. For unloading purposes, know that parking on the west side will put you closest to the bottom floor at the basement, and parking closer to the east side will put you closer to the front door and the kitchen.



## 2 General Welton Woods Rules for Cleanliness

1. To help keep the cabin dust free, please remove shoes upon entering the cabin. This will help with the overall cleanliness, as well as preserve the carpets which are soft residential.
2. For the safety of your pet, and the cleanliness of the cabin, please leave your pets at home.
3. To eliminate stains on the carpet, please keep all food and beverages in the main designated eating areas; kitchen, dining room, bar area and tables in the game room. Water is allowed in bedrooms, please refrain from bringing in other food or beverages.
4. After your stay it is vital that all garbage is removed after your stay. There are two large metal garbage cans located to the left of the front door on the porch. You may put garbage there during your stay; make sure to remove that garbage at the end of your stay. There is a dumpster located on your way out, refer to the map for the dumpster location (pg 5). Throw trash bags in this dumpster.
5. Vehicle traffic on the mountain creates a lot of dust; leaving the windows and doors open will bring in unnecessary dust. Leave all windows and doors shut during the day, unless there is moisture outside (rain, snow on the ground). You can open the windows at night for air circulation, but make sure to close and lock any window that has been opened the next morning.
6. The cabin is climate controlled. There should be no need to adjust the temperature during your stay. However, there are 6 thermostats, two on each level, for your comfort. You may also use ceiling fans and windows to regulate temperature in each individual room.
7. For the safety of all, there is absolutely no open burning allowed inside or outside of the property. Fires are only allowed in designated fire pits.
8. The cabin is mainly made of wood which has been protected by lacquer and coating. Use a coaster on all wood, don't play with open fire (no candles) and only wipe wood with either a damp towel or water with a small amount of mild soap mixed in.
9. If you feel you need to smoke, you may drive the 4 ½ miles to Fairview and find an open park. However, smoking is not permitted at the cabin.
10. The cabin is fueled by propane. If you smell gas, check the stovetop to see if it was accidentally turned on/left on. The boiler and all heating units are fueled by propane. There are six heating units to be aware of; one in the upper loft above the spiral staircase in the Bird's Nest, one in the Lumberjack Office, two in the boiler room and two in the mechanical room. The last two mentioned rooms are the two most southern doors in the game room, next to the theater room.



### 3 Cabin Emergencies/Accidents

The following section contains instructions on what to do in case of an emergency concerning the cabin. For the safety of all, it is important to report any accident that occurs at the cabin during your stay. **Report all incidents/accidents to the Welton Woods Lodge Coordinator.** Honesty is the best policy; any unreported incident that is discovered later can result in deductions from the initial deposit. Remind all friend and group members present during your stay of full disclosure.

**Something Breaks:** Accidents happen. Report any broken or damaged item immediately to the Welton Woods Lodge Coordinator, for the safety and security of all. From there, a cost assessment will be done and further instruction will be given if reimbursement is necessary.

**Stain on the Carpet:** There should be no drinks outside of the designated main eating areas. If a spill does happen, spot treat with Resolve (located in cupboard of Laundry Room) and report it immediately to the Welton Woods Lodge Coordinator. If the stain requires professional cleaning the cost will be deducted from your security deposit.

**Power goes out:** The generator should kick in. The owners will be alerted via their online system. The power should come back in within 10-30 seconds.

### 4 Room Descriptions and Guidelines

Each room has been carefully thought about and given a name which goes along with the theme of the room. It is one of the many charming qualities of Welton Woods.

#### 4.1 'The Cabin' Great Room

**Wood Burning Stove:** Before lighting a fire make sure to understand the controls. It is very important that you understand the concept of wood stoves and how they work. If not, you could smoke out the cabin if the stove is used improperly.

The following items get extremely hot during operation; front and side door handles, ash grate lever and ash gate. The front and side door handles allow you to load wood into the stove, while the fixed handles open the door. To open the doors, turn the handle clockwise, to latch shut turn handle counter clockwise. Prior to use make sure the ash grate and ash compartment door are closed. If left open the stove will over fire and cause damage. For further instructions or diagrams of different controls, read the operation manual located in the bottom drawer of the kitchen desk.

To build a fire:

1. Open front door and arrange five/six twisted pieces of newspaper; lay these across the bottom. Create a criss-cross of kindling over the newspaper.
2. Fully open the primary air control by moving it to the left. The primary air control is the smaller knob, located at the bottom left of the stove.
3. Light the paper under the kindling, leaving the front door open ajar until the kindling burns and draft begins to pull at the door.
4. Close the door and allow the fire to burn. Once the fire is burning well, you may add logs. Add smaller ones at first and keep the logs away from the glass door.
5. Once the fire is burning you can control the rate of burn using the primary air control. For a high rate of burn, move the handle to the left and to the right for a slower rate of burn.

**Audio System:** The audio system throughout Welton Woods is very simple to operate. Each room has a small panel that controls the sound in that specific area. The following will describe what you will hear when you select each option:

Radio- Plays the local radio. You can change the station in each individual room using the control arrows.

CD- Will play the CD in the CD player.

I-Pod- Will play the I-Pod which is connected to the dock on the kitchen desk. When you change the I-pod, it will change within the entire house.

TV- Will play any sound coming from the television in the theatre room.

DVD- Will play any sound coming from the DVD system in the theatre room.

Touch Screen-There is a main touch screen located in the Great Room. This screen offers touch pad technology allowing you to select any of the above options. Follow the prompts from the main menu and you should have no trouble accessing the sound system you want. This control allows you to control the audio within the entire cabin. To shut all sound off, hold the Power button for 4 seconds.

## 4.2 Kitchen

The Kitchen is equipped with top of the line appliances which can be used in making delicious meals during your stay. It is important to read about and understand the special features in the kitchen, to ensure appliances are used properly and treated with the appropriate care. The main light switch for the kitchen lights is located in the entryway, and the dining room switch is near the balcony door in the dining room. There is a sensor light that you might accidentally turn on. The light is located outside of the kitchen window. The switch for the light is by the dining room door and at the front entry way.

### **Kitchen Sink:**

The garbage disposal at the sink is controlled by an air switch. This means that it requires just a light tap to operate. The switch is located to the right, between the faucet and soap dispenser. Be aware there is a miniature spick to the left of the main faucet. The right handle on this faucet controls reverse osmosis filtered water, while the left handle controls 160 degree hot water. This addition is ideal for hot chocolate!

### **Granite:**

The countertops in the kitchen are granite. Granite is a natural stone known for its beauty and durability. It is one of the best choices for a surface because it is heat and scratch resistant. Each piece of granite found within the cabin was hand selected for the particular room. Granite is heat resistant, so hot items can be placed on top of the surface, including hot pots and baking sheets. Granite is very hard, so it is important to avoid cutting on the granite. Always use a cutting board; otherwise it will ruin sharp knives.

When cleaning the granite countertops, use either a damp sponge, or mild soap with water and damp towel. Wipe up spills right away to avoid any staining.

### **Kitchen ‘Tools’:**

You will find many utensils, bakeware and kitchen gadgets for your use. Here is the location to some of the most used/needed items:

Silverware: Two pull drawers to the left of the ovens.

Bowls/Plates: Cupboards to the right of the sinks.

Cups: Mugs are in the cupboards two to the left of the sink, and tumbler glasses are exactly to the left of the sink.

Oven Mitts: First pull drawer to the right of the ovens.

Baking pans: In the lower cupboard to the right of the ovens.

Measuring Cups: In the pull drawer right of the ovens.

Mixing Bowls: Third pull drawer down, to the left of the refrigerator.

Tupperware: Top, middle pull drawer on the island, facing the refrigerator.

### **Additional Tables and Chairs:**

There are two additional folding tables (that sit 8 apiece) and 16 additional folding chairs located in the entry closet in the front hall.

### 4.2.1 Appliances:

**Dishwasher:** When using the dishwasher, begin by removing leftover food from the dishes. Load the dishes facing downwards, towards sprayers. Next, add the detergent. The dishwasher soap is located under the sink. After adding detergent, select a cycle. Heavier cycles and options affect the length of the cycle. Make sure to leave enough time before starting a cycle, to finish and put the dishes away before your departure.

Heavy Duty: Use for hard-to-clean, heavily soiled pots, pans, casseroles, and regular tableware.

Normal Wash: Use for loads with normal amounts of food soil.

Light/China: Use for lightly soiled items or china and crystal.

Quick Cleanup: Use to quickly wash pre-rinsed glasses or dish loads. This cycle does not dry.

Rinse Only: This cycle does not dry. Do not use detergent.

There are optional selections you may combine with the main cycles. For further instructions, read the operation manual located in the bottom drawer of the kitchen desk.

**Microwave:** The microwave is located on the left when walking into the kitchen. It offers many features such as; sensor cooking/defrost/popcorn, custom cook/custom defrost, add a minute and a warming option. Be aware that heating baby bottles, baby food or using the microwave to dry items such as paper, flowers, clothes etc, is not appropriate and can damage the microwave or cause harm. No metal objects of any kind (bakeware, plates, etc) should be used in the microwave. For further instructions, read the operation manual located in the bottom drawer of the kitchen desk.

**Double Wall Oven:** The following instructions are specific guidelines for setting the timer and turning on the oven, and have been taken from the Kitchen Aid Double Oven owner's manual. Something to keep in mind; these ovens are convection ovens which cook food faster. Adjust times as needed.

**Setting the Timer:** The Timer can be set in minutes and seconds or hours and minutes and counts down the set time.

**NOTE:** The Timer does not start or stop the oven.

1. Touch TIMER SET/START. Touch again to switch between MIN/SEC and HR/MIN.

If no action is taken, the control will continue to wait for a length of time to be entered.

2. Touch the number keys to set the length of time.

3. Touch TIMER SET/START. If the key is not touched, the control will continue to wait for Timer Set/Start to be touched. When the set time ends, if enabled, end-of-cycle tones will continuously repeat until the "Timer Off" key is touched.

4. Touch TIMER OFF anytime to cancel the Timer or stop the reminder tones.

If UPPER OVEN OFF or LOWER OVEN OFF key is touched, the respective oven will turn off; however, the timer can be turned off only by using the "Timer Off" key.

**To Turn on the Oven and Choosing a Setting:** To use a different setting, such as Convection Bake, follow the same instructions but choose the appropriate cook setting.

1. On double ovens only, touch UPPER OVEN or LOWER OVEN. Each oven can be



independently set.

**2. Touch BAKE.** Touch the number keys to enter a temperature other than 350°F (177°C). The bake range can be set between 170°F and 500°F (77°C and 260°C).

**3. Touch START.** “Lo” will appear on the oven display if the actual oven temperature is under 170°F (77°C). When the actual oven temperature reaches 170°F (77°C), the oven display will begin displaying the temperature as it increases. When the set temperature is reached, if on, one tone will sound.

**4. Touch OFF, UPPER OVEN OFF or LOWER OVEN OFF** when finished cooking.

For further instructions, read the operation manual located in the bottom drawer of the kitchen desk.

**Stovetop:** The **surface burners** are each ignited by a spark electrode. This eliminated the need for continuous open flame pilots. The burner will relight itself in the incident that it is accidentally extinguished.

The **control knobs** are positioned to correspond with the burner they regulate. To light, push knob in for the burner you’re lighting and turn counter clockwise to the HIGH setting. You should hear a clicking noise and notice the burner ignite. Once the burner is lit, you can adjust to the temperature setting desired.

The **flame height** should not exceed the diameter of the pan being used. The flame only needs to be high enough to maintain the desired heat and cooking speed. Smaller pans should be used on the left rear burner.

Included is an **infrared griddle**. Turn the ventilation hood on 5 minutes before use of the griddle. The griddle is thermostatically controlled, so once the desired temperature is reached, it will hold to that temperature. Once the griddle is preheated, the indicator light will go out.

**Griddle Care and Cleaning:** Allow the griddle surface to cool sufficiently before cleaning. Wipe up excess grease with paper towel, and using a metal spatula, scrape stuck on grease into the grease collection tray. Do not allow grease to accumulate in the tray, it is a fire hazard. To clean the grease collection tray, pull the tray toward you to lift it out. Clean with soapy water and a clean cloth.

For all other troubleshooting, read the operation manual located in the bottom drawer of the kitchen desk.

**Icemaker:** The icemaker is located across from the refrigerator. The temperature is preset, and should not be adjusted. To start ice production, press Start. To stop ice production, press Off. Both the On/Off buttons does not shut off power to the ice maker, just the production. Holiday mode is intended for religious observances which require turning off the lights and the ice maker. If by chance this mode is turned on, just press the Holiday Mode button again and it will turn off. The ice scoop is located to the top left, inside the maker. The door is made of stainless steel, so make sure to only use the Weiman Stainless Steel Cleaner and Polish in the laundry room, if cleaning is necessary. For further instructions, read the operation manual located in the bottom

drawer of the kitchen desk.

**Warming Drawer:** The warming drawer is located to the left of the ovens. They are made of stainless steel, so make sure to only use the Weiman Stainless Steel Cleaner and Polish in the laundry room, if cleaning is necessary. It has an automatic shut-off feature, but be sure to treat it as cautiously as you would a stovetop/oven. It has a range of 90-225 degrees Fahrenheit. It features a two position rack for warming multiple items. Do not move racks when they are hot. It is not intended for warming unopened/sealed items. To turn on the warmer, press in the knob and turn towards desired setting. There is a blue indicator light that will turn on while the warming is on. The light will turn off when the warming drawer is turned off, and at that time will begin cooling. For further instructions, read the operation manual located in the bottom drawer of the kitchen desk.

**Refrigerator:** The refrigerator is located on the right side of the kitchen. The doors are stainless steel, so make sure to only use the Weiman Stainless Steel Cleaner and Polish in the laundry room, if cleaning is necessary. The recommended temperature that the freezer is to be set on is 0 degrees Fahrenheit, and the refrigerator is recommended to be set at 38 degrees Fahrenheit. The temperature control is located at the top front of the refrigerator, but is not to be adjusted. The water filter provides cool water which is safe to drink.

**Rules about bringing/leaving food:** You may store any food you bring to the cabin in the refrigerator during your stay. It is important that all perishable food is taken home with you or thrown out. The garbage is to be taken out of the cabin at the end of your stay. Extra trash bags are in the laundry room cabinet under the sink. Condiments and other items of the like already in the refrigerator are for your use; just notify the Welton Woods Lodge Coordinator if an item is low, or empty.

**Kitchen Clean up:** Only wipe down wood with damp towels. Load dish washers, and make sure they start properly; only using the correct detergent. Wipe down all counter tops, and vacuum floors (one vacuum located on each floor). Throw away any perishable food from the refrigerator. All garbage must be emptied. See Check-Out Procedure for more detailed cleaning duties.

**Pantry:** The pantry is located between the laundry room and the kitchen. Any items in the pantry are available for your use. If an item runs out or is low, please notify the Lodge Coordinator so they can replenish it.

### 4.3 Laundry Room

The laundry room is next to the Lake bedroom, near the kitchen. While renting the cabin you are not responsible for laundering used sheets/towels. We do ask that you strip beds of used sheets and pile used towels and sheets in the pantry room.

If needed, extra linens are located in the linen closet to the left, just beyond the Great Room. Due to the technology of this washer, it is important to note that ONLY HE (High efficiency) detergent is to be used. Otherwise it may damage the machine. This detergent is provided above the washer for your use. There is an ironing board mounted on the wall in the laundry room

opposite of the dryer.

**LG Washer:**

1. Sort clothes by color, fabric type and soil type.
2. Follow the instructions for detergent use. Only use the He detergent located above the washer.
3. Select wash and desired settings.
4. Press the Start/Pause button (looks like a Play button from a CD player) to start the wash cycle. The door locks during the cycle.

If an error code occurs, refer to owner's manual.

**LG Dryer:**

1. Check and wash the lint filter, which is located on the inside of the door.
2. Press the power button to turn on.
3. Select correct cycle based on fabric type.
4. Use wrinkle care if not unloading dryer right away.

## **4.4 Bedrooms**

1. Lake Room- Kitchen Bedroom
2. Bear Room- Great Room North Bedroom
3. Elk Room- Great Room South Bedroom
4. Mountain Room- Northeast Bedroom
5. Archery Room- Southeast Bedroom
6. Cowboy Room- Southwest Bedroom
7. Hunting Room- Northwest Bedroom
8. Birds' Nest- Upstairs Dorm (Girls Dorm)
9. Fishing Pond- Downstairs Dorm (Boys Dorm)
10. Lumberjack Room- Master Bedroom and Office

## **4.5 Bathrooms**

In each bathroom we have provided some toiletries to accommodate you during your stay. There is toilet paper fully stocked in a vanity drawer in each bathroom. In each shower, a combination shampoo and conditioner is available for your use in the pumper on the shelf. Below you will find detailed descriptions of additional features in bathrooms.

**Glass Shower Doors:**

Each shower is enclosed by a glass door. If needed, please use Windex and paper towel to wipe down the shower door; do not use bristle brushes, abrasive sponges or abrasive cleaners. They will scratch some glass surfaces. Do not let cleaners soak on the glass surface too long and rinse and wipe glass after cleaning to prevent soap buildup.

### **Copper Sinks:**

Copper sinks have gained popularity in recent years due to their unique design and aesthetic quality. Copper is unique compared to other material, because it has the benefit of being antimicrobial. This means that bacteria and germs including E. coli, influenza, etc. can only live on copper for 1-2 hours. Stainless steel and porcelain can house bacteria and germs for days or even weeks! This makes copper sinks ideal for the bathrooms, as seen in the cabin.

### **Cleaning Copper Sinks:**

Copper is a material that has a living finish, which means it changes over time as it reacts to the environment it is in. When copper comes in contact with air and water an oxidation process occurs which usually turns the copper finish a darker color and gives it a more natural look.

To avoid damaging the finish, clean the copper sinks with only mild soap and water. Please refrain from using harsh cleaners or chemical cleaners on the sinks.

## **4.6 ‘Summer Outdoors’ Theatre Room**

Welcome to your own cabin entertainment center! The Welton Woods Lodge Theater offers top of the line video and audio equipment. There is also a kitchen area perfect for making movie snacks. The bar is made from one single log that was specially cut and transported for Welton Woods out of Lodgepole pine. Remember to always use a coaster! Be courteous with what you touch while eating. Greasy foods will leave marks on wood; including gaming equipment such as the pool cues and ping pong table. Feel free to enjoy snacks (such as popcorn) in the theatre room while watching a movie, but be sure to vacuum extra well once you’re done (there is a vacuum located on each floor).

**Projector/Receiver/Blue-ray DVD Player:** The projector in the theatre is the Epson PowerLite Pro Cinema 9500. It offers theatre-quality images, with some exciting features for your enjoyment. You will experience top of the line color quality, rich and sharp images and the highest quality of digital video. Use the remote to power on the projector.

Turn on the receiver, which is located on the shelves parallel to the bar. Turn the large round knob to the left, to the corresponding input option.

SAT-CBL corresponds with Direct TV

HDP corresponds with Xbox

DVD corresponds with the Blue-ray DVD player

The projector shouldn’t need adjustments, however if needed, the focus ring sharpens the image, while the zoom ring reduces or enlarges the image. The focus ring is the outer ring near the lens, while the zoom ring is the closer ring to the base.

The Blue-ray DVD Player is located on the shelf to the left of the doors when you walk in.



**Wifi:** Network name: **Wify**. Wifi password is **starwars2**.

## 4.7 The ‘Birds Nest’ Loft

**Spiral Staircase:** Admire the beautiful spiral staircase leading up to the loft. It’s a perfect hideaway for young ones to read books. Just be careful of the height!

## 4.8 ‘Winter Outdoors’ Game Room

The game room has been set up to entertain those of all interests. To help maintain cleanliness, it is important while entertaining in the game room is to only eat and drink at the tables. Keep all drinks on coasters at all times, and never on the game tables.

**Lithuanian Pool Table Description:** This pool table was hand crafted and is one of a kind, made by Kaldera. The table is made of natural, non processed Siberian pine. The pockets of the table are made from handmade wraps of natural leather. The pool table comes with custom, unique cue sticks and balls. In addition you will find a ‘play package’ by the Brunswick Centennial collection. Besides top of the line cues and balls, an official BCA rule book is included. Please treat all of the pool table equipment with the upmost care, and not as a toy. These are professional grade pieces and we want them to be treated as such. Keep all food and beverages away from the pool table, only on coasters on the tables in the game room.

**Pool table care and cleaning:** To preserve the natural wood, only use a damp towel to wipe down the base of the pool table.

**Ping Pong Table:** The ping pong table in the game room is the Cornilleau Sport 500. This table features state-of-the-art production methods, high quality materials, and a thorough quality control process resulting in one of the best ping pong tables on the market. The table was made using galvanized steel and other anti-corrosion materials. Additionally, it is portable, so it is easy to fold up and store away if needed. The fold up feature also provides a playback feature, allowing a player to practice alone. This table includes the patented DSI® safety system. DSI® allows the table to be opened and closed quickly and safely with a single handle accessible from the playing-edge. With 16 locking points, this table has one of the highest level of safety on the market.

It is intended for indoor and outdoor use. If taken outside, make sure to thoroughly clean the table before bringing back inside. Using a simple mixture of water and dish soap will suffice. These items can be found in the kitchen and laundry room.

There are 8 waterproof paddles for game play. They have comfort grip handles and are easy to clean. These paddles are stored within the legs of the tennis table. Along the length of the table, is a gray angled piece down by the legs of the table. This is a hidden storage shelf, and the paddles are located there. Make sure to replace paddles after game play. Be sure to locate all balls used for game play best as you can. Please no food or drink on the table; keep drinks on coasters on the tables in the game room.

**Finlandia Sauna:** The sauna is located next to the bathroom, between the boys' dorms (Fishing Pond) and the game room. Before use, know not to wipe/wash the sauna before/after use. The natural cedar absorbs oils, which is not good for the sauna. For their safety, no children should use the sauna.

Directions on how to operate the sauna:

1. Heat Sauna for about 30-40 minutes to an average temperature of 160°F-180°F (approximately the 7 o'clock position on the dial).
2. Shower prior to using the sauna so that you are entering clean. Sit or lie on the bench and get accustomed to the dry heat. Use a bench cloth or towel for hygiene purposes.
3. To create humidity pour one or two dippers full of clean water over the hot stones. This will promote perspiration and create a comfortable atmosphere. Do not use any treated water, such as pool water. Chemicals are harmful to the heater and the bath.

Warning: Be cautious of steam burns. Steam can raise the temperature an addition 20°- 50°. There are two air vents; going into the bathroom at the top left and bottom right. Leave these vents open after sauna use. Some recommend leaving open during use also.

Authentic Sauna Experience:

1. After about 10 minutes, shower and relax. Your cooling off time should equal your time in the sauna. Reenter sauna for another 10 minute period, repeating the process. Finish with a soap and warm water shower and rinse with cool water to close your pores.
2. Do not exceed 30 minutes in the sauna at one time. Excessive exposure can be harmful to your health.
3. Persons with poor health should consult a physician before use.

#### **Game room closets:**

There are four different 'closets' downstairs in the game room, the following lists what is in each:

Closet 1: Game Closet

Closet 2: Basement Laundry- Generator switches and electrical panels are located here

Closet 3: Boiler room and two heating units

Closet 4: Mechanical room, two heating units, along with networking and audio cabling

## **5 Outdoors/Property Guidelines**

The cabin is located on 10 acres of property. It is located on a trail system that is in constant development. Feel free to explore the property. You may bring and use your own four-wheelers. There are plenty of shady areas to explore. Refer to the map for a property outline.

**Bullfrog Spa:** Outside of the game room doors, to your left is a luxurious hot tub/spa. To enhance the spa experience, there are 6 different JetPaks. JetPaks are modular jetted seats. Each

is different, so try them all! The spa also features interior LED lighting to enjoy night swims.

## 5.1 Spa Operation

Directions taken from the operation manual:

### SPA MODES

1. Press MODE/PROG to enter mode programming.
2. Press COOLER to cycle through modes.
3. Press MODE/PROG to confirm.

This multi-button sequence allows you to switch between the following modes:

- Standard: maintains desired temperature.
- Economy: heats spa to set temperature only during filter cycles.
- Sleep: heats spa to within 20°F of set temperature only during filter cycles.

### TEMPERATURE

To increase or decrease the set temperature:

1. Press WARMER or COOLER button once to display the set temperature.
2. Press WARMER or COOLER to increase or decrease the temperature.

### CONTROL PANEL LOCK

To lock Control Panel press: TIME, JETS 1 then WARMER (PL light is on when locked) To Unlock Control Panel press: TIME, JETS 1 then COOLER.

### JETS 1

Pump 1 high-speed will turn off automatically after 30 minutes and low-speed will turn off automatically after 4 hours.

1. Press JETS 1(or 2) to turn on pump 1.
2. Press JETS 1 (or 2) to shift between low and high speeds.
3. Press JETS 1 (or 2) again to turn off jets.

Note: An optional auxiliary control button on the side of the spa can activate either pump.

### TIME

To set or change the time:

1. Press TIME then MODE/PROG.
2. Press either WARMER or COOLER to adjust hour.
3. Press MODE/PROG to switch to minutes.
4. Press TIME to confirm

## 5.2 Spa Maintenance

### 5.2.1 Daily Spa Care

It is important that each day the hot tub is occupied; a water test kit is used to check the chemical levels. The first item you want to check/adjust is the pH level. For best functioning of the other chemicals, the pH needs to be correct. See below on how to increase or decrease the pH levels.

The following chemicals can be added in the order instructed in the following sections (5.2.3-5.2.8).

### **5.2.2 Important Terms to Know:**

The following vocabulary is found in the instructions for the hot tub, or on the chemical labels.

**Balanced Water:** Pool or spa water that has a proper pH and the appropriate mineral content to prevent corrosion and scaling.

**Bromine:** A member of the halogen family commonly used as a sanitizer or disinfectant to destroy bacteria and algae. It is resistant to heat and rapid pH fluctuations.

**Buffer:** Chemicals that serve to prevent fluctuations in pH.

**Chelant:** Ingredient that prevents minerals and metals from scaling and staining.

**Corrosion:** Etching, pitting and other destructive erosion of the spa surfaces and equipment due to low pH or chemical imbalance.

**Filter Element:** Device (cartridge) within a filter housing designed to remove suspended debris from the water.

**Make-Up (Fill) Water:** Fresh water used to fill the spa, also called Source Water.

**Oxidation:** Chemical process for removing undesirable compounds from the water (see Shock Treatment).

**Ozone:** Gaseous molecule composed of three atoms of oxygen (O<sub>3</sub>). In a spa, ozone is used to oxidize contaminants. Its instability and short life in the water require that it be used only to supplement chlorine or bromine residual to control bacteria.

**pH:** Measurement that indicates the acidic or basic nature of a solution. The pH is measured on a scale from 0 to 14; refer to chart on page 3 for acceptable ranges.

**ppm:** Parts per million. A unit of measurement used in measuring chemical application. PPM indicates the amount, by weight, of a chemical in relation to one million parts by weight of water.

**Psi:** Pounds per square inch. A unit that measures filter pressure on a pressure gauge. Psi increases as the filter gets dirtier.

**Pump:** Motor-powered device that creates pressure and water flow by spinning an impeller to provide circulation through the filter and heater.



**Scale:** Mineral deposits - usually calcium carbonate - that form on spa surfaces and equipment due to excessive calcium in the water. Scale is more likely to form in heated water if proper water balance is not maintained.

**Shock Treatment:** Addition of an oxidizing compound for the destruction of nitrogenous and other undesirable compounds.

### **5.2.3 How to Use Water Test Strips:**

1. Dip entire strip into water and remove immediately.
2. Hold Strip level for 15 seconds (do not shake excess water from strip).
3. Compare Total Bromine and pH to the color chart on the label on the box.

*Total Bromine* is sanitizer residual in the water. Maintain a level 2-4 for the hot tub. If too low, add SpaGuard Brominating concentrate (see below for instructions and dosage).

*pH* should be kept between 7.2 and 7.4 for best results. If too low add the pH increaser (see below for instructions and dosage).

### **5.2.4 pH Increaser**

Raises the pH to protect corrosion of equipment due to low pH as well as balances spa water for user's comfort.

Here are the steps to take when preparing and using the pH Increaser concentrate:

1. Use a water test strip to determine the pH level in the current spa water.
2. Determine the required amount of SpaGuard pH Increaser need to adjust the pH to maintain a reading of 7.2 to 7.6 (see below for adjustment dosage).
3. With the pump running on high speed, sprinkle the required amount of SpaGuard pH Increaser into the spa water and continue running pump for 30 minutes.
4. Retest pH and adjust as necessary (see next page for adjustment dosage)

Dosage:

For a pH level of 7.2 or less: 6 teaspoons

For a pH level at 7.2: 3 teaspoons

For a pH level at 7.3: 1 and a ½ teaspoon

### 5.2.5 pHDecreaser

Decreases the pH to protect corrosion of equipment due to high pH as well as balances spa water for user's comfort.

Here are the steps to take when preparing and using the pH Decreaser concentrate:

5. Use a water test strip to determine the pH level in the current spa water.
6. Determine the required amount of SpaGuard pH Increaser need to adjust the pH to maintain a reading of 7.2 to 7.6 (see below for adjustment dosage).
7. With the pump running on high speed, sprinkle the required amount of SpaGuard pH Decreaser into the spa water and continue running pump for 30 minutes.
8. Retest pH and adjust as necessary (see below for adjustment dosage)

Dosage:

For a pH Range of 7.6 to 7.8 add 0.5 teaspoons per 200 gallons

For a pH Range of 7.8 to 8.0 add 0.75 teaspoons per 200 gallons

For a pH Range of 8.0 to 8.4 add 1.5 teaspoons per 200 gallons

For a pH Range of 8.4 or above add 2 teaspoons per 200 gallons

### 5.2.6 Bromine Concentrate:

Brominating Concentrate is the strongest bacteria fighter and easy to use. This concentrate will eliminate odors and other undesirable compounds, simplifying spa maintenance while creating a healthier and more comfortable spa environment. Bromine levels should be checked daily, add concentrate as needed.

1. Use a water test strip to check bromine levels.
2. Add 1 and a 1/2 level teaspoon of this product directly to the water with the circulation system operating.
3. Repeat sanitation dose at 15 to 20 minute intervals until a residual of 3-6 ppm is established.

### 5.2.7 Enhanced Shock Concentrate

Every spa needs to be shocked to eliminate undesirable compounds that build up with use. The hot tub needs shock treatment when the walls feel rough and scaly. Enhanced Shock allows a quick 'shock' to the spa and spa- users may re-enter in just fifteen minutes. It also offers additional benefits—like keeping the water sparkling and fresh. This maintenance needs to be performed once a week. Add the Enhanced Shock concentrate on the first day of the cabin to

ensure clean spa water.

Here are the steps to take when preparing and using the Enhanced Shock concentrate:

1. Test and adjust spa water pH to 7.2-7.6 prior to application of this product using a water test strip and ph increaser/decreaser.
2. Only apply the concentrate when no one is in the spa. Add approximately 1 and a ½ tablespoons of concentrate directly to the water, while the pump is running.

### **5.2.8 Stain & Scale Control**

Rough, sandpaper-like deposits can coat spa walls, clog circulation and filtration systems and plug heaters. Scale is a result of excess dissolved calcium in the water.

SpaGuard Stain & Scale Control does a great job of preventing scale by introducing powerful agents that bond to problem-causing calcium ions in the spa water.

- Prevents scale formation and cloudy water due to high calcium levels
- Removes some scale buildup on spa surface
- Removes relatively fresh metal stains from spa surfaces

Here are the steps to take to prevent stains and Scaling or for removal of fresh stains and scale:

1. Clean filter according to label directions the filter using SpaGuard Filter Cleaner & Degreaser.
2. Pour entire dosage (1 oz) directly into the spa water with the pump operating. Keep pump operating for at least 2 hours.
3. (see below for adjustment dosage).

The SpaGuard Stain & Scale Control should be used once weekly and the filter should be cleaned every 60 days.

## **6 Local Businesses and Attractions**

### **6.1 Restaurants**

#### **Casey's City Lunch Cafe**

Address: 40 West Main Street, Mt. Pleasant, UT 84647 Phone: (435) 462-9998

#### **Cavalier Pizza**

Address: 1050-2 South State Street, Mt. Pleasant, UT 84647 Phone: (435) 462-3388

#### **Combo's Grill**

Address: 36 West Canyon Road, Fairview, UT Phone: (435) 427-9200

#### **El Mexicano Restaurant**

Address: 850 S. Hwy 89, Mt. Pleasant, UT 84647 Phone: (435) 462-5787

#### **Home Plate Restaurant**

Address: 215 North State, Fairview, UT 84629 Phone: (435) 427-9300

#### **Rodger's Dairy Freeze**

Address: 1 North State, Mt. Pleasant, UT 84647 Phone: (435) 462-2623

#### **Subway Sandwiches**

Address: 1050 South State #4, Mt. Pleasant, UT 84647 Phone: (435) 462-0088

#### **\*T-Cee's**

(Our favorite spot to get burgers and milkshakes! Make sure to try one on the way home!)

Address: 235 State St, Fairview, UT 84629 Phone: (435) 427-9550

#### **Wheeler's Drive-In**

Address: 124 South State Street #12, Mt. Pleasant, UT 84647 Phone: (435) 462-3501

### **6.2 Supermarkets and Convenience Stores**

#### **Combos Convenience**

Address: 36 West East Canyon Rd., Fairview, UT 84629 Phone: (435) 427-3694

#### **Maverik Country Store**

Address: 381 South State Street, Mt. Pleasant, UT 84647 Phone: (435) 462-3433

#### **Terrel's Marketplace**

Address: 1050 South State Street, Mt. Pleasant, UT 84647 Phone: (435) 462-2832

#### **Walker's Convenience**

Address: 336 North State Street, Fairview, UT 84629 Phone: (435) 427-9304

## 6.3 Gas and Auto Mechanics

### **Big Pine Sinclair (Gas and Mechanic)**

Address: 115 North State Street, Mt. Pleasant, UT 84647 Phone: (435) 462-3139

### **Combos Convenience**

Address: 36 West East Canyon Rd., Fairview, UT 84629 Phone: (435) 427-3694

### **Daley's Service Center (Mechanic)**

Address: 2252 North 600 East, Mt. Pleasant, UT 84647 Phone: (435) 462-3423

### **Fast Trak Chevron**

Address: 90 North State Street, Mt. Pleasant, UT 84647 Phone: (435) 462-3002

### **Maverik Country Store**

Address: 381 South State Street, Mt. Pleasant, UT 84647 Phone: (435) 462-3433

### **Scott's Sales & Service (Mechanic)**

Address: 76 South State, Fairview, UT 84629 Phone: (435) 427-3685

### **Skyline Alignment & Towing**

Address: 437 North Millburn Road, Fairview, UT 84629 Phone: (435) 427-3349

### **Walker's Convenience**

Address: 336 North State Street, Fairview, UT 84629 Phone: (435) 427-9304

## 6.4 Local Attractions

### **Fairview Museum of History and Art**

Address: 85 North 100 East, Fairview, UT 84629 Phone: (435) 427-9216

### **Flix Video**

Address: 51 West 100 South, Mt. Pleasant, UT 84647 Phone: (435) 462-9500

### **Basin Drive-In Theater**

Address: 680 N State St, Mt Pleasant, UT 84647 Phone: (435) 462-2712

Pricing: <http://basindrivein.com/basin-drive-2/>

### **Skyline Mountain Resort Golf Course**

Phone (435) 427-9575

Pricing: <http://www.skylinemountain.com/golf>

### **Skyline Mountain Pool and Slide**

Open Memorial Weekend-Labor Day Weekend

Pricing: <http://www.skylinemountain.com/amenities/pool>



## 7 Emergencies

In the instance of an emergency, call 911. Provided are phone numbers for other local contact information that might be required in case of an emergency.

**Sanpete Valley Hospital**

1100 S Medical Dr, Mount Pleasant, UT 84647  
(435) 462-2441

**Indianola Valley Fire Department**

8340 E 33500, Fairview, UT 84629  
(435) 427-9119

**Moroni Fire Department**

80 South 200 West Street, Moroni, UT 84646  
(435) 436-9354

**Utah Poison Control Center**

1-800-222-1222

## 8 Check-Out Procedures

We hope you enjoyed your stay at Welton Woods! Once it is time to say goodbye, there are some guidelines to help make the check-out, a smooth and easy out. Provided is a checklist, which is to be completed 100%, signed and returned to the Welton Woods Lodge Coordinator, along with the key binder after your stay. If you have any questions please don't hesitate to contact the Welton Woods Lodge Coordinator at 801-515-6121, or [stay@weltonwoods.com](mailto:stay@weltonwoods.com).

### 8.1 Check-Out Checklist

Any check-out items not completed may be subject to a \$25/ hour fee for clean up.

- ☐ Strip all bedding and used towels and place in the main floor laundry room, or on the floor in front of the pantry.
- ☐ Please perform the following general cleaning (If needed, cleaning supplies are located in the main floor laundry room, and there is a vacuum located on each floor):
  - ☐ Pick up all used/ occupied rooms.
  - ☐ If moved, return furniture to original positions.
  - ☐ Vacuum, sweep or spot mop any food or spills that may have happened during your stay. Pay particular attention to candy and popcorn in the Theater Room.
  - ☐ Wipe down all used counter space/ surfaces.
  - ☐ Rinse sink and run disposal- drain should be clear.
  - ☐ Wipe stove top and griddle if used- grease trap should be empty
  - ☐ Clean outdoor grill if used. Make sure grill is turned off, gas is shut off at incoming line, and lid is closed.
- ☐ Discard or take home any perishable leftovers. Make sure packaged dry goods (like cereal, crackers, cookies, etc) are well sealed.
- ☐ Empty all trash and add new liners to every garbage can (bathrooms included). Empty the metal garbage cans on the front porch. All garbage must be removed from the property and taken down to the Legacy Mountain dumpster (see map on page 5 in handbook for location)
- ☐ Make a list of needed items (such as spices, paper towels, toilet paper, cleaning supplies, etc), and send it to the lodge coordinator for replenishing. Improvements to the lodge (such as non-emergency repairs or suggested upgrades) or to the Welton Woods Handbook are also welcome.
- ☐ Before you head out the door please **double check** the following throughout the lodge:
  - ☐ Check bedrooms, closets and main areas for personal items.
  - ☐ Check to make sure all electronics/ appliances that were turned on or plugged in, are properly turned off. Note: Make sure that the warming drawers (basement and kitchen) are turned off - there is no light to indicate that it is still on.
  - ☐ Make sure that there is nothing flammable on or near the wood stove.
  - ☐ Double check that all windows are closed and latched.
  - ☐ Turn off all lights, including outdoor lights.
  - ☐ Make sure that all doors are locked- Loft, Master, Kitchen and Great Room. To lock these door latches, lift the handle upwards and turn the knob to the lock position. Deadbolt the front door near the kitchen and exit through the basement entrance.
- ☐ Make sure that all keys (gate key and cabin door keys) are accounted for and placed in the handbook binder.
- ☐ Return keys and handbook to the Welton Wood Lodge Coordinator.

Signature of guest and date \_\_\_\_\_