

AMC Harvard Cabin Opening & Closing Instructions

Welcome to AMC Harvard Cabin. We hope you enjoy your stay! Please read the following information thoroughly even if you've stay with us before. Thank you!

LOCATION: The Cabin is in Jackson, NH on Route 16, Pinkham Notch Road.

- **From the South:** The cabin is on Rte 16 heading north 6.1 miles from the junction of Rte 302 & Rte 16 in Glenn, NH. The parking area is a wide shoulder on the highway located on the right side at mile marker 93.4 immediately after Washburn Way.
- **From the North:** The cabin is on Rte 16 heading south approximately 6 miles from the Pinkham Notch Visitor Center in Gorham, NH. The parking area is a wide shoulder on the highway located on the left side after Hutmen's Height Lane and immediately before Washburn Way (mile marker 93.4).
- **Cabin Parking:** The Cabin is approximately 200 feet from Route 16 on the northbound side accessible via a footpath from the parking area. The parking area is the wide shoulder on the northbound side of the road with a slightly smaller parking area/shoulder on the opposite side. Cars must be parked so they are at least 2 feet inside the white highway line on Rte 16. Do not use the unimproved driveway (propane deliveries only). **You may need snowshoes from the parking area to the cabin in winter.**

KEYLESS ENTRY: The Cabin has an access code to unlock the front door that is changed periodically. The current code is *****. To unlock the door, first press the top center button. The code buttons will light up. Enter the code number ***** to open the door. You will need to unlock the front door and back door from the inside so they may be opened from the outside during your stay. The fire escape door in the upstairs sleeping loft is designed to open from the inside and should be unlocked during your stay.

POWER FAILURES: In the event of a power failure, notify NH Electric Cooperative at 800-343-6432. Our account number is 5280-5-320-10.

EMERGENCIES: CALL 911 from your cell phone. The cabin address is: 862 NH Rte 16 in Jackson, NH at mile marker 93.4 northbound (immediately after Washburn Way)

- Cell phone coverage at the cabin may be limited due to poor signal strength, however, E911 operates by satellite and is not dependent on individual cell service providers. If you cannot reach 911 by calling from the cabin or parking area, drive south on Rte 16 towards Jackson Village until you have service.
- Jackson Police Department: Rte 16A, 54 Main Street, Jackson, NH (603) 383-9292

EMERGENCY EVACUATION INSTRUCTIONS: The cabin has three emergency exit signs. **First Floor:** one emergency exit to the front of the cabin and one emergency exit to the back of the cabin. **Second Floor:** one emergency exit via the fire escape stairway to the right (south) side of the cabin. Please ensure everyone in your group locates all three emergency exits upon arrival. Please instruct everyone in your group to meet at the parking area on Rte 16 in case of a fire or any other emergency necessitating evacuation of the cabin. Please count everyone in your group to be sure all have exited the cabin safely to the parking area.

OPENING CHECKLIST: (detailed instructions to follow)

1. Open the main entrance door using keyless entry code provided.
2. Turn on the light switch to the right of main entrance.
3. Turn on the electricity (panel located in small room to the right of main entrance).
4. Unlock all doors, including the fire escape door in the sleeping loft.
5. Turn on gas heaters if needed.
6. Plug in refrigerator.
7. Close kitchen faucet valves (turn right) and fill water tank half-way.
8. Shovel any snow from the front stairs and porch, back stairs and porch, and fire escape stairs and porch (exiting the upstairs sleeping loft). Shovels are located to the right of the main entrance. Keep **all** stairs and porches clear of snow during your stay.
9. Shovel or snowshoe a path to outhouse from the back door and to the parking area from the front door.
10. If you note any issues or concerns with the Cabin, please report them to the Registrar, Rusty Reitingger (508) 863-1729 or Chair, Linda Medeiros (978) 884-1179.

CLOSING CHECKLIST: (detailed instructions to follow)

1. **Wash** and put away all dishes, utensils, coffee pot, cooking pots and pans used.
2. **Clean** counter tops, stoves, coffee maker, toaster, microwave and table tops.
3. **Unplug** the refrigerator. Leave the refrigerator door and freezer door **open**.
4. Turn **off** the cooking fan above the stoves.
5. **Drain/empty** all water in the holding tank and leave the kitchen faucet valves open.
6. Place the benches upside down on the dining room tables.
7. Sweep the ground floor and upstairs sleeping loft.
8. Turn **off** both heaters, including turning the gas valves for each heater to the off position (parallel to pipe is open; perpendicular to the pipe is closed).
9. Turn **off** the gas power switch on the wall behind the large heater (left of the chimney mantel).
10. Turn **all** electric circuit breakers, including the main breaker, to the off position.
11. **Lock** all doors and windows, including in the sleeping loft fire escape door.
12. **Remove all** food, trash and recyclables (i.e., carry out everything you carried in).
13. Turn **off** all lights. (Note: The lights are wired to have power even when the circuit breakers are turned off and need to be turned off separately.)
14. If you note any issues or concerns with the Cabin, please report them to the Registrar, Rusty Reitingger (508) 863-1729 or Chair, Linda Medeiros (978) 884-1179.

DETAILED OPENING-CLOSING INSTRUCTIONS

ELECTRICITY: The electric panel is located in the small room to your immediate right when you enter the Cabin. When you arrive, open the electric box to turn on the power. Turn **all** the circuit breakers to the on position, including the main power breaker. When you leave, turn **all** the circuit breakers to the off position, including the main power breaker.

HEAT: Heat is supplied by two vented liquid propane (LP) gas heaters located in the dining area. One or both may be used. The pilots must be lit to operate the heaters. In the event of a power failure the heaters will not operate. **DO NOT PUT ANY CLOTHING OR OTHER ITEMS ON, OVER OR DIRECTLY IN FRONT EITHER HEATER AS DOING SO IS A FIRE RISK.**

- **LARGE HEATER:** To use the larger of the two heaters, follow the instructions posted on the dining room wall near the heater **except** step one (i.e, the gas supply valve outside the cabin should be on/open at all times and there is no need to turn off the outside valve when you leave). There are lighters on the mantel behind the heater. The **pilot** is located behind the metal flap inside the heater. Do not set the heater temperature higher than #3 on the control knob.
- **VERMONT CASTING VIEW STOVE:** The operating instructions for the second heater are located in the swivel tray in the bottom of the heater. First, open the gas line to the heater by turning the blue knob located on the right side under the heater parallel to the pipe. Follow the pilot lighting and operating instructions on the unit.

KITCHEN: The kitchen is well stocked with plates, cups, knives, forks, spoons, pots, pans, coffee maker, toaster, microwave, etc. You don't need to bring these items. **DO BRING dish soap, Brillo pads, pot holders, paper towels, sponges, trash bags and your own dish towels.**

- **DO NOT LEAVE ANY TRASH, food, spices, condiments, coffee, tea or supplies inside or outside the cabin when you leave.** This is a **CARRY IN, CARRY OUT** facility.
- **REFRIGERATOR:** Plug in to use. When closing the cabin, leave the refrigerator doors **OPEN** and **UNPLUG THE REFRIGERATOR.**
- **STOVE/OVENS:** The stoves have electronic ignitions. In the event of a power failure the gas locks off and you won't be able to use the cooking stoves. **DO NOT** use the ovens to heat the cabin.
- **HOOD OVER THE STOVES:** The kitchen has a hood venting fan over the stoves. Turn it on when cooking. **MAKE SURE TO TURN IT OFF** after cooking. This is easy to forget as it is very quiet!

WATER: An electric deep-well pump to the kitchen sink supplies water. There is a switch on the wall to the right of the wall mounted tank to fill it. Hold the switch down until the tank is about half full and refill as needed. The water has a mild sulphur odor but is safe for drinking. There is no hot water. You need to heat water in pots on the stoves to wash dishes and counters.

- **PLEASE REMEMBER TO EMPTY THE WATER TANK and LEAVE THE FAUCETS OPEN** when closing the cabin.

TOILET FACILITIES: The outhouse is located behind the cabin to the right approximately 100 feet from the back door. At night you will need a flashlight or headlamp. There is usually a good supply of toilet paper in the cabin but **DO BRING toilet paper** of your own just in case! Please keep toilet paper in the plastic bins supplied in the outhouse so the mice don't eat it. ☺

SLEEPING ACCOMMODATIONS: The sleeping loft on the second floor is not heated. There are no mattresses or bunks. You will need mattress pads and a sleeping bag or warm blankets in colder months. No shoes or boots are permitted upstairs. Earplugs recommended.

- **DO NOT PROP OPEN DOORS TO THE UPSTAIRS to heat it. Doing so defeats the cabin's fire suppression system and puts you and others sleeping in the loft at risk in the event of a fire downstairs.**
- **FIRE ESCAPE:** There are two exits from the sleeping loft: (1) the main interior stairway and (2) an exterior fire escape stairway. Please shovel any snow off the exterior stairs and keep all three exits clear of snow and other items during your stay.

FIRE/SMOKE/CO2 DETECTORS:

- **DO NOT UNDER ANY CIRCUMSTANCES DISCONNECT THE FIRE DETECTORS. DO NOT REMOVE THE FACE PLATES. DO NOT TAKE THE FIRE DETECTORS DOWN.** It is illegal and puts you and others at risk. The fire detectors are hard wired with a battery backup. If the fire detectors chirp, the backup battery needs to be replaced. Please contact the Registrar to let him/her know the battery needs to be replaced.

GAS VALVES OUTSIDE THE CABIN:

- **DO NOT TURN OFF ANY GAS VALVES OUTSIDE THE CABIN WHEN YOU LEAVE.** When you turn the electricity off, the gas will lock off automatically.

PROHIBITED AT ALL TIMES:

- **NO SMOKING and NO VAPING:** No cigarettes, pipes, cigars, marijuana, etc. are permitted inside or within fifty (50) feet of the cabin.
- **NO CANDLES**
- **NO OUTDOOR CAMPFIRES**