Draft revision 2 of HAMERKOP BLUE BOOK (WITH ANNEXURES)
Updated April 2018

GENERAL

- The Blue Book will be updated as necessary and emailed to beneficiaries and MCSA guests. Please familiarise yourselves with its contents!
- There is no landline at Hamerkop but cell phone reception is good.
- **Overnight accommodation is limited to 15 people in the house** and annex **(or around the**se buildings**, making use of** the **facilities)**. **This includes children over the age of three.**
- Bed linen is provided for 8 people only. Beds will be made up in 2 rooms in the main house (1 king-size and 2 single beds) and in 2 rooms in the annex (one double and 2 single beds). Bring your own linen to cover the other 3 single beds, the cot and the 2 extra mattresses available – top and bottom sheets, and pillow cases. There are enough duvets, blankets and pillows for 15 people.

BRING WITH YOU

- Your **keys** (Yale type door key and small security gate key)
- Towels (and any extra linen **if coming with more than 8 people)**
- **All food** and drink, including salt, pepper, sugar, tea, coffee, spices (and your own paper towels, plastic wrap, foil etc.)
- **Toilet paper**, soap and personal toiletries.
- **At least 6 Large, strong refuse bags** for the dustbins inside and out – including the caretaker's bin
- Your **MCSA** cards
- **Torches** as there are frequent power failures. A gas lamp or solar lamps would also help.
- **Firelighters, matches, and charcoal or wood** if you plan to braai – there is a woodpile but bring your own firewood if you expect to use a lot .

AT HAMERKOP

KEYS AND SECURITY

- The road gate must now be kept locked for security reasons. Ensure you have the **GATE CODE** before arrival. It is also available on the Hamerkop website – hamerkop.yolasite.com/members

- Let yourself in via the **kitchen door**. *(Kitchen and passage entrance doors are keyed alike.*) The alarm keypad is just inside the door above the counter. Ensure you have the **ALARM CODE** before arrival – see the Hamerkop website.

- The keys for the annex are on the board in the kitchen.

- The phone number of the security firm is on the notice board. Panic buttons: press **P** on the keypad in the kitchen.

- Please check that the alarm is working. Phone the security company and tell them that you will do a test with the panic button.

- There is a two-way radio linked to the local neighbourhood watch. Tannie Santie does the roll call every night from 7pm. See the instructions on the noticeboard.

FIRE

- **NB** Familiarise yourselves with what to do in case of fire – read the Fire protocol on the noticeboard!

POOL

- Do fill the pool in the stream if you plan to use it – instructions on the noticeboard.

- **EMPTY THE POOL** before you leave.

- The concrete reservoir above the parking area cannot be used as a pool – **it is out of bounds.**

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WALKING

- **PLEASE DO NOT** trespass on Mr Cilliers' property (to the East) or Mr Swanepoel's (to the North West). Check the maps on the notice board.

- **DO TAKE** your MCSA cards if you are going to Grootkloof.

HOUSE/KITCHEN RULES

- The house and kitchen rules are on the noticeboard. Please abide by them!

THE CARETAKER AND <u>PART-TIME</u> DOMESTIC – Pretty Moyo (071-761-1552)

- You will find Pretty's daily hours and duties on the fridge. **Also her rate for any extra work**.

- If you have any problems regarding her service please discuss them with her supervisor Karin Spottiswood (072-595-6991).

- Please don't leave leftovers for her to deal with. If you have something she is likely to

appreciate, check whether she would like it **OTHERWISE TAKE IT AWAY**

FAUNA AND FLORA

- **DO NOT use insecticide or any other poisons**. Learn to live with small creatures and put your food in the fridge or cupboards to fox them.
- **DO NOT** leave fruit out for the birds as it attracts monkeys.
- **DO NOT** hand feed the genets and do not throw bones out for them.
- **DO NOT** dump scraps outside. They attract baboons, monkeys, genets, mice and rats. For this reason there is no compost heap.
- **WATCH OUT** for snakes which often live near the house – and sometimes come into the house.
- **DO NOT** allow dogs to kill or harass wildlife. **SEE THE RULES FOR DOGS.**
- **DO NOT** plant anything.

WHEN YOU LEAVE

- **EMPTY THE POOL.**
- Take **ALL** your rubbish – including the caretaker's – home with you, including food scraps, bottles, tins and other general rubbish.
- Leave the house geyser **ON**. Leave the fridges **ON**.
- Put the outside cushions back inside the house and close all curtains. Put the braai under shelter on the stoep.
- Replace keys on the rack (and emergency keys on the hooks by the external doors)
- Switch on the security lights at back and front stoeps. *(Switches next to radiogram)* They have daylight sensors and will come on at night.
- Put on the alarm. Lock all external doors, otherwise arrange with the caretaker to come in and lock up after you leave and return your keys if you are an MCSA guest.

SUMMARY

REMEMBER TO BRING

- towels, bed-linen (if more than 8 people), personal toiletries, toilet paper, rubbish bags, torches, matches, firelighters, charcoal, MCSA cards and all food and drink items

DO

- take your MCSA cards to Grootkloof and give your guests permits
- stay off neighbours' land
- treat the septic tank with respect
- guard your food against monkeys, mice and ants
- leave small creatures and goggas in peace (use no poison)
- inform our occupancy administrator ( ) of any breakages or repairs needed

LEAVE

- the garden unimproved
- the inside and outside dustbins empty
- the security lights on
- the geyser and fridges on
- the house and annexe locked up and secured
- **THE POOL EMPTY**

TAKE AWAY WHEN YOU LEAVE

- all your rubbish and the caretaker's rubbish
- your personal possessions
- your leftover food (unless arranged otherwise)

ANNEXURE 1 – HOUSE AND KITCHEN RULES

- The caretaker will tell you if dishwashing liquid or other cleaning materials are running low. Please SMS Claudine Bennetts on 0825141442 to send out with the next beneficiary ???

- **DON'T** switch off the house geyser **OR** fridges

- Hamerkop uses a septic tank therefore **NO condoms, sanitary towels, disposable nappies, hairballs, cigarette butts or anything other than toilet paper** and what you have already eaten or drunk.

- **DON'T** put oil or grease down the sink. It clogs up the French drain.

- Anything needing repair that you can't fix for us, email Claudine Bennetts (housekeeping) on kenbennetts@mweb.com and copy Gary Cundhill (maintenance) on gjcundill@gmail.com …. Or Claudine/Gary is SMS better??

- If it should rain while you are in residence, please ensure that the outside cushions are brought in.

- Treat the stainless steel cooking pots with care – **NO** Vim or metal scourers.

- The caretaker cleans out the ash from the braais and the indoor wood fireplace. **DO NOT** put ash in the outside dustbin **OR** scatter it around the house.

- Keep your food closed in the steel cupboards to prevent temptation for the mice – and monkeys (who will come looking) unless the screens and/or doors are kept shut.

- Only burn wood in the cast iron stove. **NO** coal or anthracite – they corrode the chimney

- **Please avoid unnecessary washing and wear and tear on Hamerkop's bed linen by:**
    - **stripping any used linen off the 6 made-up beds before leaving and**
    - **placing your own top and bottom sheets and pillow cases over Hamerkop's protective covers on any of the other beds to be used.**

ANNEXURE 2 – RULES FOR DOGS AT HAMERKOP

- You must not chase, catch or kill wild creatures.
- You must not harass, nip or bite staff or raid their quarters.
- You must not pee or poop indoors. You must make sure your people clean up accidents. Your **people must clear up outside poops and bury them properly.**
- You must stay off furniture and beds. **Bring your own bedding**.
- You must not chew or tear Hamerkop stuff.
- You must not arrive with fleas and ticks.
- You must not wander off and get into mischief, day or night (fights, trespass, snares or poison).
- You must stay out of designated **NO DOGS** areas.

HEALTH AND SAFETY FOR DOGS

- You should get treated with Frontline, Spot-on or equivalent in good time before you arrive. Biliary can kill you in a week.
- You should not eat the stinky bones that foolish people have thrown out.
- You should treat baboons with respect. Their teeth are bigger than yours and their attitude is worse. Monkeys on the other hand are thieving little rascals and you can tell them so.
- If you are small enough to be eaten, beware of black eagles – **SERIOUSLY**.

ANNEXURE 3

FIRE

(See full fire management policy in file and on website)

Dealing with a fire on our land at **Hamerkop** is complex because:

- Our land forms part of a conservation area – the **Magaliesberg Protected Environment** (MPE) – in which fire has an important role in maintaining biodiversity.
- To keep our risks of fire damage low we need our land to burn every 3 to 5 years.
- Landowners outside the **MPE** don't want fire on their land. We are morally and legally obliged to protect them from fire moving from our property to theirs. We will slash firebreaks on our vulnerable boundaries for this purpose and expect our neighbours to do the same on their side.

ACTION IN CASE OF FIRE

1. **Alert the neighbours <u>to allow them to take further protective measures</u> on our boundaries.**
   - Jacques Cilliers (eastern boundary**)** **083 296 6954**
   - Jacobus Swanepoel (western boundary) **083 256 6856**
   - Dave Clarke (opposite our gate on north) **082 694 3661**
   - Flip Delport RGKB fire representative **082 809 3990**

   Invite them to back-burn onto our land if they think it is necessary. But stress that <u>we do not need or want them to extinguish the fire on our land</u>.

2. **Park the Hamerkop cars in the middle of the concrete apron.**

3. **Fill the water tank in case neighbours want to use it on their land** and, if it is safe to do so, use the hose to dampen exterior woodwork on our buildings, the water tank platform and the ground around the house.

4. **Stay in the house if the smoke starts to get unpleasant and keep the windows mostly closed.** With no flammable material around our stone house it will be safe.

5. **Report the fire to our fire representative for record purposes:**
   Steve Spottiswoode 082 558 3158.

There is no need to panic or evacuate the property. <u>Do not fight the fire</u> – it is not necessary for the sake of safety and our insurance will not cover you for injuries.

ANNEXURE 4 – STAFF DUTIES AND HOURS OF WORK

1. **HOURS OF WORK** – 08h00 to 10h00 (or 09h00 to 11h00 on request).

- **Domestic duties** (as outlined below) Monday to Saturday
  - Spring cleaning on Tuesdays 08h00 to16h00 with a lunch break.
  - Basic daily cleaning on weekdays (excluding Tuesdays), and Saturdays.
- **Caretaker duties** (as outlined with her supervisor)
  - Daily 08h00 to 14h00 Monday to Saturday
  - Sleep on premises whenever main house is unoccupied (except Sundays).

2. DOMESTIC DUTIES

- **Basic daily cleaning** (2 hours: 08h00 to 10h00 or 09h00 to 11h00 on request).
  The main tasks are to wash the dishes, pots and cutlery from the previous day, clean the kitchen floor and toilet and do general indoor sweeping.
- **Tuesday spring cleaning** (7 hours: 08h00 to16h00). This includes thorough cleaning of bathrooms and toilets, washing dishcloths, vacuuming carpets, washing tiled floors and windows, cleaning pots, crockery and cutlery and ensuring Hamerkop's protective bed linen is clean.

  When we have a washing machine, the used bedding for 8 people is to be washed and dried and the beds made up for the next beneficiaries. Until then, beneficiaries are expected to continue providing their own bed linen. If they use Hamerkop's protective covers they will be charged R25 per item (e.g. 2 pillow cases + 1 bottom sheet + 1 duvet cover = R100) for them to be laundered by hand.

3. OVERTIME AND/OR EXTRA DUTIES

- Guests/beneficiaries may negotiate with Pretty to carry out other tasks like baby-sitting, or overtime work like washing-up outside of the above hours.
- The **minimum rate** for such tasks is R25 per hour or part thereof – double on Sundays, public holidays and when Pretty is on leave.

IMPORTANT NOTES FOR BENEFICIARIES

i. Outgoing beneficiaries please vacate the house by 10h00 on Tuesdays. Incomers should not move in before 14h00 … please camp on the verandah and helpfully keep out of the way.
ii. You are required to remove all rubbish produced during your week. This includes Pretty's rubbish. She will bring it to the house.
iii. Pretty has been instructed not to take orders from anyone other than her supervisor (Karin Spottiswoode 011 674 2980 or 072 595 6991). If a beneficiary or guest has any issues with Pretty, please contact Karin.
iv. The same expectations apply to beneficiaries, guests and employees regarding noise, litter, protecting flora and fauna and respecting each other's' privacy.