

Sheraton Condo Information

311 E. Superior Street, # 805, Duluth, MN 55802

Emergencies: See front desk or Oneida Realty 218 722-0816

For non-emergency situations contact the property manager that leased you the property.

Property Manager: Deanna Blue 218 626-5999 Email: Deannapageblue@yahoo.com

Owner: David Hillila 218 393-0890 (text only)

Entry and Parking- Press either button on the Black FOB remote to open the Parking Garage door on 3rd Ave E (1st driveway on right going up the hill). You may have to hold it near your windshield and push a button several times to get it to work.(if the FOB fails to work in several locations replace the battery with 1ea. 2032 battery)

Your reserved parking spot is stall **#54** (#55 for an additional \$75.00 mo.) This spot along with the guest spots are the only places you may park. For additional Parking you may park on the street (15 minute free parking/loading in front) or in the Pay Parking Ramp behind the Sheraton on 1st street. The Hotel will validate parking coupons for guests at the front desk. Exit from the **UL** garage by simply driving up to the exit door (manual pushbutton next to the door in case you walked out to your car from your condo without bringing the FOB or a key)

When someone pages you from the keypad it will ring your telephone or Cell phone. Add the phone# received from the keypad to your contacts on your cell phone as "keypad". Tenant is responsible for cost of lost keys or FOBs. For outside food deliveries or to receive guests... your telephone will ring from the keypad. Talk briefly and then press "**6**" on your phone to buzz them in thru the security doors.

The wheeled basket hanging between parking spots 54 and 55 is for your use to haul personal items or groceries to your unit.

Storage- is on the upper level (UL) between the elevators and garage door. Stall #21. Keys for the lock are on your key ring.

Postal Box- is on the 1st floor near the condo elevators. You have 1 key. Do not lose it.

Pool and Weight room- Use the Credit Card style key(s) marked "Sheraton Fitness" for access. If the key doesn't work have the front desk let you in or make you a new key.

Water Valves- Become familiar with water valve locations.

Steam Shower- Hold the Temp and Time buttons in to adjust Temperature and Time. Warm for about 15 to 30 minutes before use.

Blinds- If blinds become difficult to roll up do not force them. Contact the property manager if you are unable to rectify the problem. Forcing them may cause them to fall and they are heavy.

Trash Chute- Left in the Hall and 1st door on the right. - Please bag all garbage. Do not throw loose items down the chute as it can ruin/jam mechanics below. Bring all Cardboard to the UL garage dumpsters. Do not throw any oversize items in the chute.

Living Room TV and Music- Many local channels are available for free on all 3 TV's and are connected to an Antenna in the back bedroom. For surround sound Manually turn on the Yamaha Receiver by pushing the "Main Zone ON/OFF" button. Turn the Input Knob to: DTV/CBL for TV, DVD to play CD's or DVD's, V-AUX for MP3's, TUNER for Radio. Use the "speakers" button to control various surround sound, master bedroom & bath speakers. The

“program” knob is best when set to 7ch stereo.

Laundry, Towels and Sheets- ***Important: only use “he” type detergent in the washer!! Make sure the detergent has the “he” logo on it.

Appliance manuals & info: located in the front guest bedroom dresser (bottom right hand drawer)

Kitchen Table- additional leafs for the table are located on the top shelf of the entry closet. I believe they are lightly marked to match locations on the bottom of the table.

Microwave/Speedcook oven.. Use the **glass tray only** for Microwave functions!!! Use the black metal tray for speedcook functions. Cooking guide is located in the oven when you move in.

Fireplace- The electrical switch to the left of the mantel turns on the fireplace.

BBQ Grill- A BBQ Grill may be connected to the gas line on the Patio. **THE GRILL MUST BE OF THE NATURAL GAS VARIETY! NOT PROPANE.** You must use a certified technician to connect and test any installed grills before use. We don’t want to make National News burning down our nice Hotel. Lean the cement board vertically against the patio wall for extra fire protection.

Fire Extinguishers- Please note where Fire extinguishers are in the Hallway and make sure all of your family members know where they are at. Review the locations on a regular basis.

Master Cable box- If you are having cable or satellite connected, the connection box is on the wall in the walk in closet. The Tv antenna is in the back bedroom for the best signal and it is fed into the input of the splitter and fed to the Living room and the two bedroom TV’s.

Circuit Breaker Box- Is in the entry closet

Steam Room in Master Bath- No excessive weight or rough play on steam room bench. It will come off the wall. Hold the Temp and Time buttons in to adjust Temperature and Time. Warm for about 15 minutes before use.

Thermostats- Some instructions are on the inside of the cover of the thermostat. If red light on the top of one of the thermostats comes on, turn off and then back on the two circuit breakers in the entry closet marked as "heat pumps" to reset the system. The thermostat in the office controls temperature for the office and back bedroom and the living room thermostat controls the LR and Master Bedroom. Programming instructions are attached to the back of these sheets or in the HVAC section of the unit 805 book containing info regarding all appliances in the unit.

Bedrooms/Office Overhead Fans & Lights. Lights are dimmable. Use the light bulb button on the remotes to turn on the light and then hold the light bulb button down to change the intensity.

Notify the property manager of all broken or damaged furniture, appliances and accessories.

Food and Beverage For Sodas & Candy use Hotel elevator. Candy- floor 2, Pop/Ice floors??

Private party catering: The Sheraton would be delighted to cater a party in your home or in a meeting room. Alcoholic beverages may be served in the meeting room. Call 336.2703 to request a catering menu.

Houskeeping by the Sheraton Hotel: Service includes kitchen, living/dining room, bedrooms, bathrooms and interior windows. **218 336-2713.** 24-hour advance notice is requested. \$35/hour Priorities are: Kitchen, Floors & Baths

Deep Cleaning: Includes above services; appliances and cupboard cleaning and carpet/upholstery shampooing (additional charge for upholstery cleaning). \$50/hour

Dry Cleaning: Available Monday-Friday. Please drop articles at the front desk by 8 a.m. They will be ready for pick-up by 6 p.m. The Sheraton Hotel guest rate will be extended.

Transportation by the hotel van available upon request within a 5-mile radius. Hours: 6 a.m. – 11 p.m. daily. \$5/one way. Hotel Airport Shuttle: \$20 one-way 218.733.5660 or cell phone 218 260-5180. Most drivers won't charge or bill to the room. Please tip well.

Business Office

Computer, fax, printing and other services available for a fee.

Appliance manuals & condo rules/info: located in the office dresser (lower drawers)