

## Harvard Cabin General Information

Welcome to AMC Harvard Cabin we hope you enjoy your stay. The following information will help you get oriented if you haven't stayed here before.

**LOCATION:** The Cabin is in Jackson N.H. on Route 16 north, 6.1 miles north from the Route 302 & Route 16 intersection in Glenn, N.H. When you see the turn-off for the town of Jackson and the old covered bridge, keep traveling north on Route 16. You will pass Washburn Way on the right (there is a street sign for Washburn Way). Immediately after Washburn Way, you will come to a wide shoulder on the right side of the road with a slightly smaller shoulder on the left. This is the parking area for Harvard Cabin. The Cabin is approximately 150 feet from Route 16, accessible via a footpath (there is also an unimproved driveway only used for propane deliveries). The Cabin is just visible from Route 16. The Cabin has dark brown wood plank siding, a green door, green trim, and a very large green LP gas tank in the front yard. Your group's cars should park on the shoulder of Route 16. Cars must be parked so they are at least 2 feet inside the white highway line. While traveling north, if you missed the wide shoulder, keep going until you come to the Dana Place Inn, turn around and head south. The wide shoulder will be the first one on your left approximately 1.25 miles south from the Inn.

**KEYLESS ENTRY:** The Cabin has an access code to unlock the front door. The code is changed periodically. The registrar will provide the code to you. To unlock the door, first press the top center button. The code buttons will light up. Enter the code number. The door will now open. To lock the door from the inside, turn the lever on the inside lock to the horizontal position. The back door and the fire escape door in the sleeping loft are both designed to open from the inside. However, you will need to unlock these doors so they may be opened from the outside during your stay.

**ELECTRIC PANEL:** The electric panel is located in the "caretaker's room" to your immediate right when you enter the Cabin through the front door. Open the electric box and turn on the power when you arrive. Turn **all** the circuit breakers to the on position, including the main power breaker.

**HEAT:** Heat is supplied by a vented liquid propane (LP) gas heater located in the dining area. There are two heaters. One or both may be used. The pilots must be lit to operate the heaters. To use the larger of the two heaters, follow the lighting instructions posted on the living room wall. The large green tank in the front yard supplies gas for this heater. There is a shut-off for the gas behind the heater, a lever type ball valve. The gas is on when the handle is in line with the pipe. It is not necessary to turn this valve off at any time. In the event of a power failure this heater will not operate. Do not set the heater control any higher than #3 on the temperature selector.

**VERMONT CASTING VIEW STOVE:** This is the smaller of the two heaters, vented through the chimney. The operating instructions for the second heater are located in the swivel tray in the bottom of the heater. Follow the pilot lighting instructions and operating instructions on the unit. This heater can be used as the primary heat source during the fall and spring. This unit will not operate during a power failure. Caution members of your group to keep clothing and furniture a safe distance away from both heaters.

**DO NOT PUT ANYTHING ON, OR OVER, EITHER OF THE HEATERS TO DRY THEM AS IT POSES A FIRE RISK.**

**KITCHEN:** The kitchen is well stocked with plenty of plates, cups, knives, forks, spoons, pots pans, etc. You don't have to bring any of these items with you. Do bring dish soap, Brillo pads, pot holders, paper towels, and your own cloth dishtowels if you wish. **DO NOT leave any** food, spices, coffee, tea or any other staples in the Cabin when you leave, take it **ALL** with you.

**HOOD OVER THE STOVES:** The kitchen has a new hood venting fan over the stoves. Turn it on when cooking. **MAKE SURE TO TURN IT OFF** after cooking. This is easy to miss as it is very quiet.

**STOVE/OVENS:** The stoves have electronic ignitions. There are no pilots to light. If you have any trouble lighting the burners check the two LP gas tanks to the right of the porch and make sure they are on. The valve turns counter clockwise for the on position. Also check to see that the ball valve to the right of the LP gas tank is on, handle in line with the pipe. Leave all the valves on even when closing up the cabin. In the event of a power failure the gas locks off and you won't be able to use the stove or heaters. The oven should never be used to heat 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.

**REFRIGERATOR:** When leaving, leave the refrigerator doors open and **UNPLUG THE REFRIGERATOR. PLEASE MAKE SURE YOU DO THIS.**

**FIRE DETECTORS: DO NOT, UNDER ANY CIRCUMSTANCES, DISCONNECT THE FIRE DETECTORS. DO NOT REMOVE THE FACE PLATES OR TAKE THE FIRE DETECTORS DOWN.** It is illegal, you put others, and yourself, at risk. The fire detector in the kitchen is a special one that only detects heat, not smoke. The fire detectors are hard wired with a battery backup. If the fire detectors beep gently, it indicates that the backup battery needs to be changed. Please contact the Registrar or other Harvard Cabin Committee members to let them know the backup battery needs to be changed.

**WATER:** An electric deep-well pump to the kitchen sink supplies water. There is a switch on the wall to the left of the sink. Fill the wall mounted tank about one half full, then shut the pump switch off. Water will then flow by gravity to the sink faucets. Refill the tank as needed during your stay. This water is safe for drinking, even though there might be a slight sulphur odor during certain times of the year. At the end of your stay, empty the holding tank and **LEAVE THE FAUCET OPEN** so the pipes won't freeze and burst.

**TOILET FACILITIES:** The outhouse is located one hundred feet from the southeast corner of the cabin. At night be sure you bring your flashlight with you. Please do not throw any garbage or trash into the outhouse pit. Do not sprinkle any lime on the outhouse "matter." This stops the natural deterioration and breakdown of the matter.

**TRASH:** Bring plastic trash bags. Carry out all trash with you when you leave. Please dispose of the trash and return any recyclables in your hometown.

**SLEEPING ACCOMMODATIONS:** There is a sleeping loft on the second floor, bring your own pads & bags, there are no mattresses. The fire code capacity for the Cabin is 30 people. Do not wear hard boots or shoes in the sleeping loft. The sleeping loft doors must be shut. This is for your safety.

**CANDLES: DO NOT USE** candles in the Cabin.

**FIRE ESCAPE:** There are two exits from the second floor – the main enclosed stairway and an exterior fire escape stairway at the south end of the sleeping loft. Please be sure to shovel snow off the stairs and keep them clear during your stay.

**USER REPORT FORMS & PAYMENTS:**

HOC and AMC sanctioned groups: Please return your Harvard Cabin User Report Form and payment to Tom Maguire, 42 Sunset Road, Arlington MA 02476. Checks should be made payable to “AMC Harvard Cabin”.

Private groups: Please return your Harvard Cabin User Report Form to Tom Maguire, 42 Sunset Road, Arlington MA 02476.

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

**CLOSING:**

1. Remove all food, trash, and recyclables (i.e., take everything you brought in with you).
2. Wash and put away all dishes, utensils, pots and pans used.
3. Wipe down counter tops, stove and table tops.
4. Unplug the refrigerator and leave the refrigerator door and freezer door open.
5. Drain any water in the tank and leave the kitchen faucet open.
6. Place the benches upside down on the dining room tables.
7. Sweep the ground floor and second floor-sleeping loft.
8. Turn off all lights (the lights are wired to have power even when the main switch in the electric panel is turned off).
9. Lock **all** doors.
10. If you note any issues with the Cabin, please report them to Linda Medeiros, Registrar, or other Harvard Cabin Committee members.

**EMERGENCY TELEPHONE NUMBER:** 911 Cell phone coverage can sometimes be acquired from Route 16, and occasionally from in front of the Cabin. Otherwise, cell phone coverage is available in Jackson village. The nearest payphone is at the Dane Place Inn, north of the Cabin off of Route 16.