

Checking-In	Check-In - On arrival you should pick up your keys and complete a registration document in the Barwell International Office at La Manga Club. Check in time for self-catering accommodation is from 1600 hrs onwards.
Check-Out Time	We remind you that check out time on the day of departure is 10.30am. Please dispose of all rubbish, close all shutters, turn the air-conditioning off and double lock the front door, kindly return your keys together with your residents cards and pool passes to your management company offices.
Comments/Complaints	If you have any comments regarding your property please let us know. If in the unlikely event you have a complaint regarding your accommodation please inform Barwell Leisure.
Disposal of Rubbish	In order to avoid infestation of ants, flies etc. we recommend that rubbish bins should be emptied at least once a day before 10am, bin bags are provided for your use and should be deposited in either the nearest green wheelie bins provided or you will find an outside storage cupboard near your villa or apartment marked Rubbish/Basura in which to place your bags. Please ensure that you close the doors properly so that cats cannot get into these storage cupboards. There are also bottle banks located in the Owners Club House car park and next to the petrol station. If you run out of bin bags these can be purchased in any supermarket
Electricity	The electricity supply can be temperamental and sudden power surges or overloading the system may temporarily disconnect the power. If this should occur please check the grey fuse box normally located near the front door and check that all switches are in the up position. If you have problems put all the switches down and then put them up one by one starting with the main switch, thus attempting to locate the problem. If you experience any further problems please contact your management company.
Appliance Instructions	These can normally found in a drawer in the kitchen.
Gas Bottles	In most cases, the gas supply for the hob is located in the cupboard next to the hob. The gas bottle has a security switch on the top, when the flip top shows a picture of a flame the supply is open. To change a gas bottle flip the switch to off and then with two hands clasp the lower rim of the connection and lift, this will release the spring and free the connection from the bottle. To connect a new bottle, place the connection above the top of the bottle and with two hands press the lower rim down and then flip the switch so that the flame is showing. If you have any problems or need a replacement gas bottle please contact your management company.
Keys	Please note all keys are coded for security reasons. If you misplace or lose a key please advise your management company immediately. Please do not leave the keys in the lock on the inside of the front doors because if by chance you forget to remove the key and close the door, the only means of entry is to remove the lock and a charge will be levied if we are called out for this purpose.
Key Return	All keys should be returned together with resident's cards and pool passes to the Barwell Office. Out of office please place the keys in the safe by the main front door.

Management Company	A Management Company is responsible for the upkeep of the property. Any problems with housekeeping or maintenance should be reported to the Barwell Leisure in the first instance, details of which will be provided on arrival. Any extras available for your particular property such as cleaning, telephone, safe etc. should be contracted directly with the Management Company.
Safes	A number of properties at La Manga Club have safes that can be used by clients. These can be hired by the week. Please contact your Management Company for further details.
Security	Although there are security guards patrolling La Manga Club 24hrs we ask that you ensure that all doors and accessible windows are closed when you go out.
Swimming Pools	(Open seasonally) - Whether you have your own individual pool or you are sharing a pool, children must be supervised at all times. In the interest of hygiene please use the showers provided before entering the pool. The individual villa pools are cleaned once a week in winter and two/three times a week in the summer. Do not dive in. Please do not throw any items into the pool. If you have a problem with your pool please contact your management company immediately. Please note beach towels are not provided. Pools that are heated are to a minimum temperature of 20°C.
Telephones	Not all properties have telephones. If you have a telephone in your property, in order to make exterior calls you are required to leave a signed credit card slip by way of deposit. There is a charge for connecting the line and producing a telephone printout at the end of your stay. Please refer to the instructions within the property provided by your management company. If you do not have a telephone in your property the telephone exchange is located at the crossroads of El Rancho, Los Molinos and Bellaluz. They are open between 9.00am and 11.00pm. Please note you cannot receive calls there. Alternatively there are public phone boxes scattered around the complex (make sure you have enough coins). GSM mobile phones operate clearly within the region.
Terrace Furniture	Please bring in the terrace furniture cushions in the evening as the dew can damage them. Beach towels should be used when using the cushions, as sun oil stains cannot be removed. Please do not use the bathroom towels as swimming pool towels.
Technical Problems	If you experience any technical difficulties please contact Barwell Leisure and the problem will be dealt with promptly.
Water	If you find that you have no hot water, check that the water heaters are plugged in and switched on. The water at La Manga Club is not very pleasant to drink but can be used for cooking. We recommend you drink bottled water, which can be purchased at the local supermarket.