

## **Apartments – Useful Information**

### **Baby cots**

Baby cots are available on request. Please contact the front desk for assistance.

### **Car Parking**

Secure car parking is available underground in either of our two car parks, surface parking is also available. Park & Fly service is also available, please contact the front desk for parking prices and availability. Clamping in progress, parking permit must be displayed at all times.

### **Check out time**

Check out is required by 12pm on the day of departure. If you wish to keep your apartment beyond this time, please contact the front desk. Charges apply for late check outs

### **Fire alarm testing**

The fire alarm is tested every Friday at 12.30.

### **Hairdryer**

All apartments are equipped with a hairdryer. The hairdryer is located on the shelf in the main bedroom.

### **Heating**

The heating in your apartment can be adjusted by turning the thermostat to the required temperature. The dial is located on each radiator.

### **Hot Water**

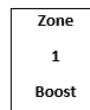
Hot water is set on the times below:

06.00 am to 08.00 am

12.00 pm to 02.00 pm

04.00pm to 08.00 pm

For hot water outside these times please press



### **Housekeeping service**

Housekeeping service in our apartments is provided once per week. Should you need fresh towels or replenishment of any toiletries or supplies outside of the weekly service, please contact the front desk. Any rubbish can be taken to the bins provided on the basement level, in the underground car park.

## **Internet Connection**

Wireless internet is available in all apartments and public areas free of charge. For more information please contact the front desk.

## **Iron and Ironing board**

An iron and ironing board are available in each apartment and is located in the Hot Press in the hallway.

## **Maintenance**

We do our utmost to ensure that your bedroom is maintained to the highest standard. If you should find something amiss, please contact the front desk.

## **Pets**

Prior approval from the hotel manager is required should you wish your pet to stay with you. Pets are not permitted in the Lounge & Restaurant area.

## **Reception**

Our reception desk is staffed 24 hours a day. To contact reception dial 0 on the phone in your apartment.

## **Lounge & Restaurant**

"*The Kitchen*" Lounge & Restaurant is located on the ground floor and is open for breakfast, lunch and dinner.

## **Security**

For your safety there is an extensive CCTV system, a sophisticated fire alarm system and a high level of employee training and awareness in operation throughout the property. Should you observe anything suspicious, please contact a hotel employee immediately.

## **Shopping**

Local shopping centres:

**Omni** – 5 minute drive

**Stephens Green** – 20 minute drive

**Liffey Valley** – 20 minute drive

**Blanchardstown** – 15 minutes drive

**Dundrum Town Centre** – 35 minutes drive

Please contact the front desk for shop listings and directions.

### **Shuttle Service**

Our airport shuttle bus runs from 04:00 – 23:45 daily and is complimentary. The shuttle departs for Dublin Airport every half hour from 04:00 to 23:30 with the exceptions of 9am, 1pm and 6pm, the last collection from Dublin Airport to the Metro Hotel is at 23:45.

### **Taxi Service**

Taxis can be arranged to collect you from reception. Please give as much notice as possible when requesting a taxi.

### **Television channels**

Our television system provides a wide variety of channels for your enjoyment.

### **Wake up calls**

Please contact the front desk if you wish to have a wake up call.

### **Washing Machine**

There is no separate dryer available, the washing machine in the kitchen on cycle 1 has wash & dry option that will allow to dry clothes at the end of the wash cycle.

## **Fire Alarm Instructions**

Your safety while staying with us is of the utmost importance. To that end we have installed a variety of highly sensitive safety systems within the building to ensure that, in the event of a potential incident, we are able to react at the earliest opportunity.

**If you discover a fire**, raise the alarm at once by breaking the glass at the nearest fire alarm break glass point. Then please leave the building in a quiet and calm manner.

**Should the fire alarm be activated**, you will be alerted by a continuous alarm. On hearing the alarm, please leave the building quickly and calmly by the nearest available route. On the inside of your bedroom door a map shows your location, the location of the stairways, all the escape routes and the location of all the fire exits.

**Guests with any special needs** that are likely to impact on their own safety in the event of an evacuation are asked to inform reception of their requirements on arrival. A safe haven area is located in the fire stairway on the first floor. If possible make your way to this location and wait for assistance from the emergency services.

### **Please remember**

Do not stop to collect personal belongings.

Close the door behind you when you leave the room.

Do not run.

Do not use the lifts.

Do not open a door if you suspect that there is a fire on the other side.

Use an alternative exit route.

Do not re-enter the building until you are advised to do so by a fire marshall.

### **To assist in the safety of the hotel:**

Do not use naked flames in the bedrooms

Do not tamper with the fire safety equipment

Thank you for your assistance.