**Rolling Hills**

**CHANGE TRAILER OWNER NAMES TO SITE #S AND OTHER PROCESS CHANGES**

**NEEDS TO BE UPDATED
Fred 8-28-2021**

**Water Turn Off Check List**

**At water pump location (behind Dennis & Nina trailer)**

Bring block & tackle, pulley hardware and chain from small room in tractor barn. Also need 9/16th’s socket wrench, pipe wrenches

Turn off electric power @ gray box

Close shut off valve that feeds upper level (red/orange handle located slightly uphill from tank, this is 1 of 4 valve handles)

Drain tank at both spigots (one at bottom of tank, one extends out from tank)

Put chain around tree marked with red spot. Attach block & tackle to chain. Set up pulley & cable connecting to top of wooden frame above well pipe.

Loosen 4 expansion bolts on top of the well pipe.

Remove hose between pump & tank end. (Harry to replace the tank end brass nipple section)

Attached the O ring on pulley system to the top of the well pipe and hoist with pulley system

Let it drain – ***Harry & Ho*** *-- I don’t recall or have notes on how exactly to drain this pipe. Please describe.  DRAIN HOLE (BLEEDER) IS ON THE PUMP PIPE.  LOOSEN HOSE CLAMP AND  SLIDE UP 2'' AND RETIGHTEN CLAMP.*

Lower back into hole & tighten all 4 bolts.

Put something under the tank at this location so that it is at angle for winter

***Harry & Ho****Another question I had is regarding the other 3 shut off valves. I know we shut off the one to the upper water supply but I have no notes on the on the remaining 3. What do we do with them???*

*IF WE CLOSE THEM AS A PART OF TANK DRAINING WE NEED TO REOPEN THEM SO LINES WILL DRAIN.*

**Go to all Standpipe locations**(I’ll try to inventory all locations & make a list by spring)

Remove hoses, open all spigots & drain valves starting with the top tier/1st line

Note -- The pipe behind Dick’s is on the ground, in the grass hard to find

Standpipe @ Mosic’s – note remove cap on drain at bottom of pipe

Standpipe behind Cindy’s trailer – The pipe closest to her porch - note open drain valve. It’s 1 ft. from the standpipe toward the trailer & has a red handle

Standpipe between Neumann & Nielsen trailers – note remove cap on drain at bottom of pipe

Standpipe in woods near Muller trailer – note remove cap on drain at bottom of pipe

Standpipes near restrooms – one farthest from Georgette – open wooden box & open drain valve/cap.

SOME OF THESE CAPS AND VALVES NEED AN EXTENSION OR FILTER ON THEM TO KEEP DIRT, ETC FROM ENTERING THE LINE. THIS SHOULD BE ADDRESSED NEXT SPRING BEFORE THE WATER IS TURNED BACK ON.

**Bathrooms/Storage Room/ Kitchen areas**

**1A**THE BATHROOM/STORAGE/KITCHEN SHOULD BE DONE PRIOR TO ANY                   OTHER OPERATIONS AS A PRECAUTION.

**Turn off power at both water heaters**  -- large one in storage room shut off at breaker box, it’s the only 220 switch – small one in kitchen off switch is above counter. Put tape on it in the off position.

Drain Kenmore hot water heater in storage room by attaching a water hose to drain valve at bottom of tank & open valve  (this takes quite a while if tank is full!). In the restrooms open all faucets Hot & Cold, all the way. Empty all toilet water tanks, plunge & sponge remaining water out of toilets. Open line valves in both showers.

After Kenmore tank is completely drained pour antifreeze into sinks, toilet bowls, shower drain and floor drains. Need 3-4 gallon

Hot water heater in kitchen – bottom left of tank has a drain nozzle valve. Open valve make sure it’s draining outside behind building.

After kitchen tank is emptied – proceed to the women’s restroom. Under the right sink there is a red handled valve. Turn this valve to the off position (which is perpendicular to pipe it is attached to). One off attach compressor (Harry has attachment interface from compressor to pipe) BEFORE you turn compressor on – BE SURE drain on hot water tank in kitchen is OFF & that the hot water faucet is ON in kitchen sink!! Blow out line till no more water is coming out of kitchen faucet. Upon completion open drain valve on kitchen tank again.

THE VALVE AT THE WELL NEEDS TO BE REOPENED AND BLED-DRAINED.

Happy Winter!!!