

# Sutton Summit Open/Close Instructions

Updated: 12/10/2024

## IMPORTANT

1. **Toilet Paper** - only use septic tank approved toilet paper. Don't overload the toilet when flushing.
2. All must **CLEAN the cabin before departing**. This includes around the toilet base and all floors being vacuumed/mopped.
3. **TOASTER OVEN and STOVE - IF YOU USED YOU MUST CLEAN inside and out!**
4. New well Pump installed. Raised 20 feet. Water is almost perfectly clear now. Enjoy!
5. New breaker box, breakers and wall outlets installed.
6. New shut off switch for pump installed in pump house and new switch for refrigerator.

Sections 1-4: Opening procedures  
Section 5 - Closing procedures



## Section 1 – Electricity!

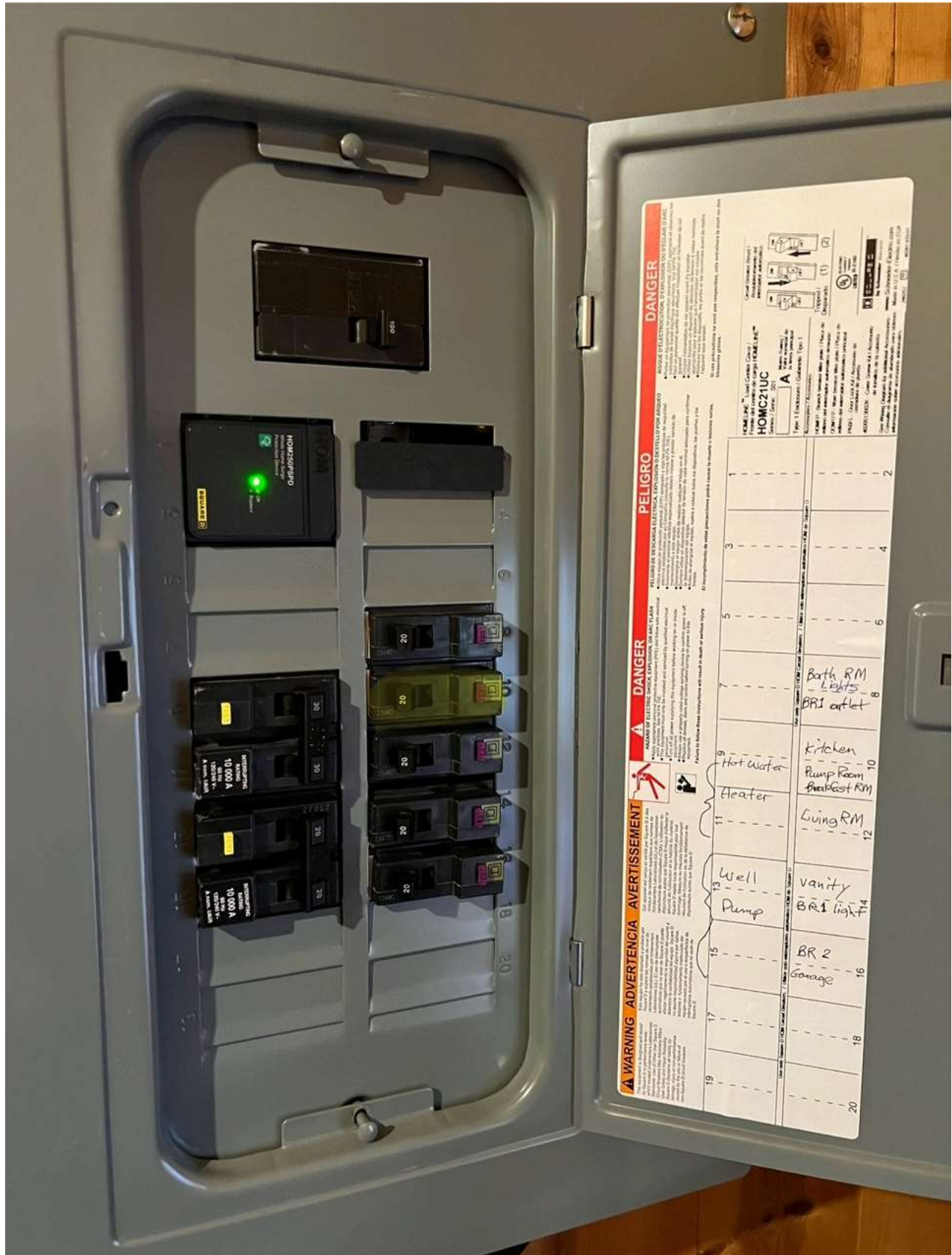
First go to the pump house and make sure the switches are **OFF** on top of the **Hot Water Heater** and **Pump switch** (on the wall by gray settling the tank).





Now, Turn On All Breakers.

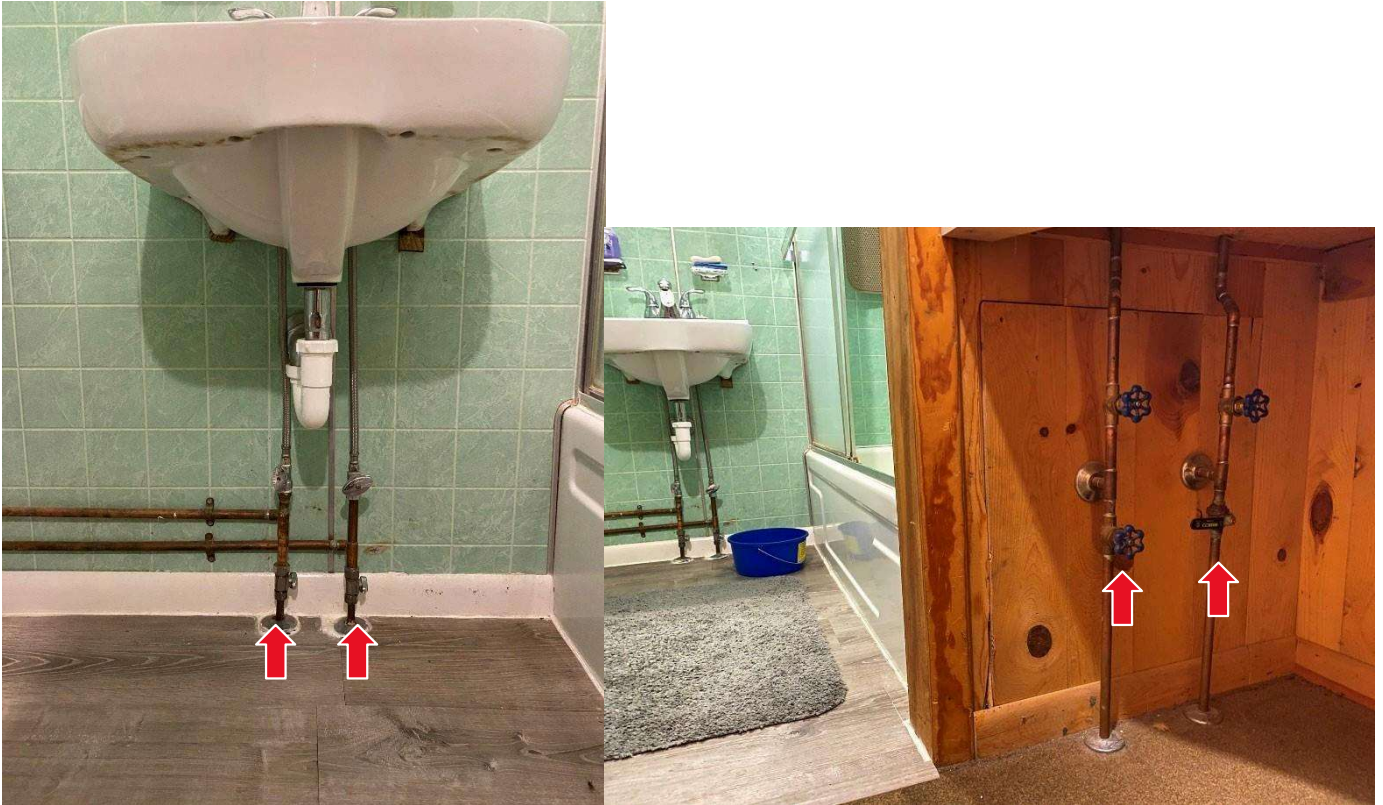
Below is a picture of the new panel and all new breakers.



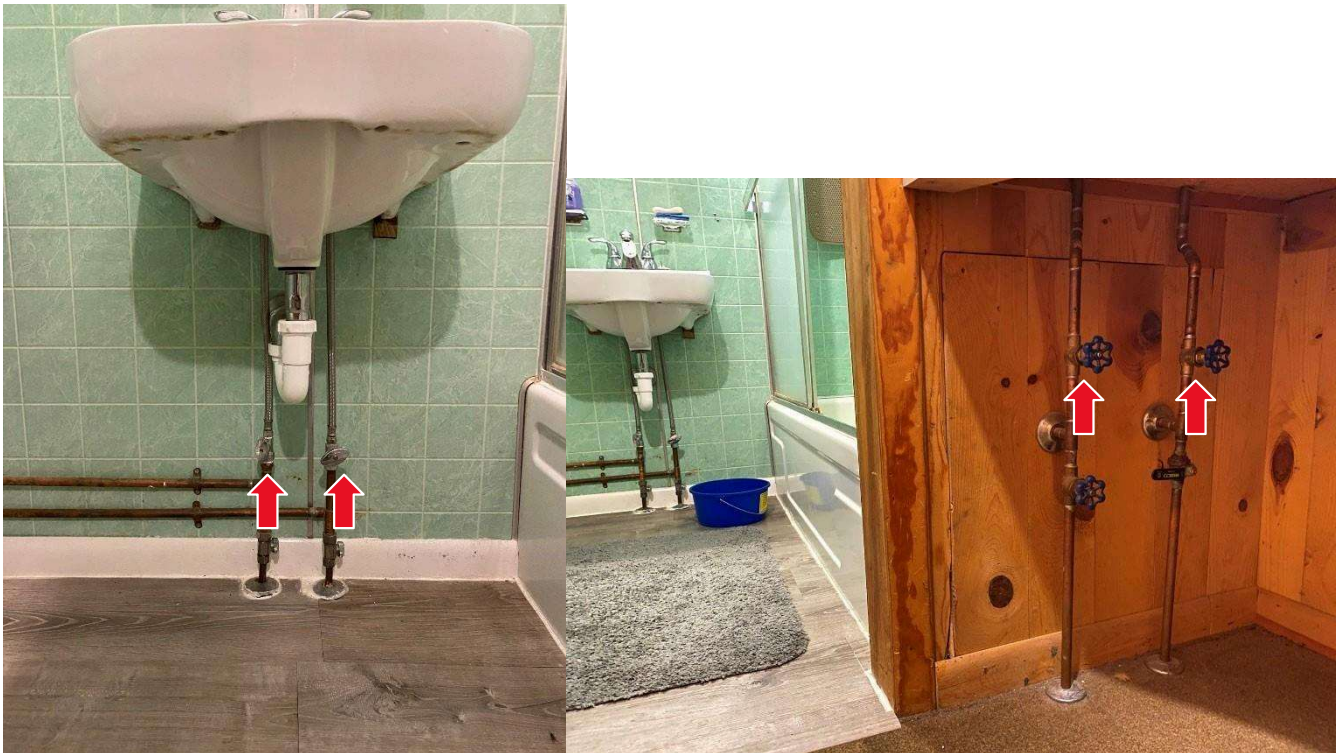


## Section 2 – Water Line Preparation

Bathroom: **Close (turn to right) Drain Valves on Sink and Bathtub:**



Verify Input Valves are Open (turn to left) on Sink and Tub:



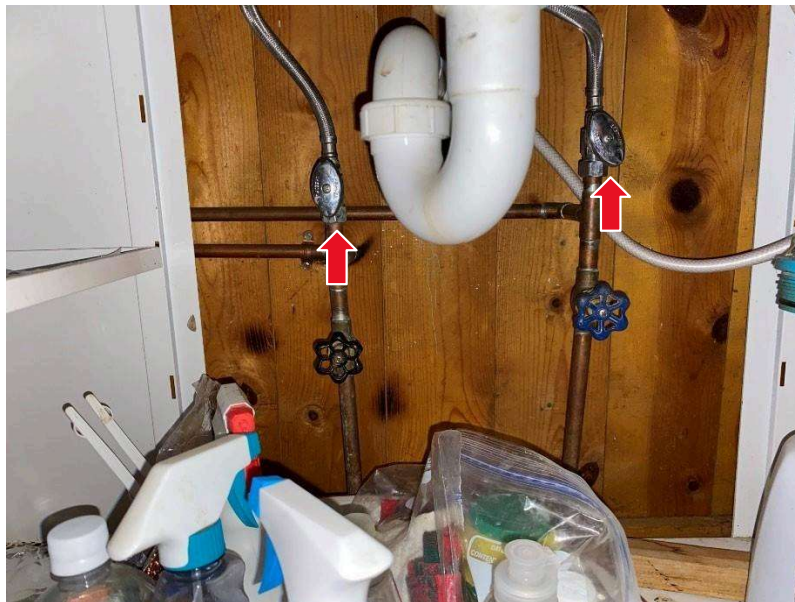


Kitchen Sink:

Do the same. **Close (turn to right) Drain valves.**



Verify Kitchen n



OPEN up all the faucets so water can come out and flush once you turn the pump on.  
You can close them when you see water flowing.

## Section 3 – Turn on Water

Verify the outside handle is 'down' (closed) on the outside RED faucet. We no longer turn the handle under the white PVC cap. It has been set to open and will be left in this position.



## Install water filters.

Be sure to lube the black gaskets! Lube on shelf.

Left side filter housing should hold the most coarse rated filter and the finer filter goes in the right side housing. We can now use a 10 micron on the left and a 1 micron on the right. Keep an eye on these to make sure they do not clog but they should not now that we have clear water coming out of the ground!

Yes!



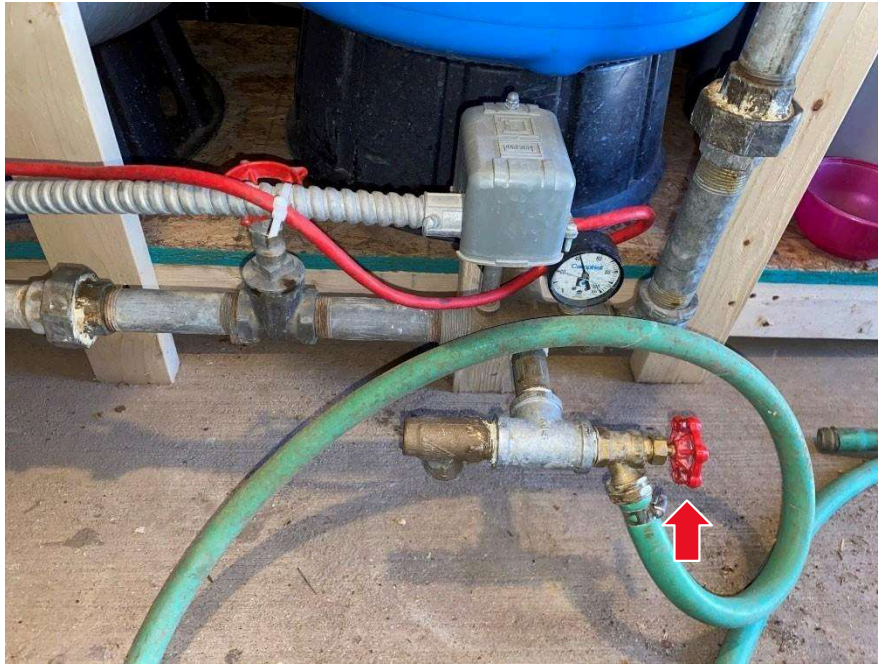
Close washer line drain valves. Turn Right = Close.





**CLOSE pressure tank drain valve.**

**Turn Right = Close.**



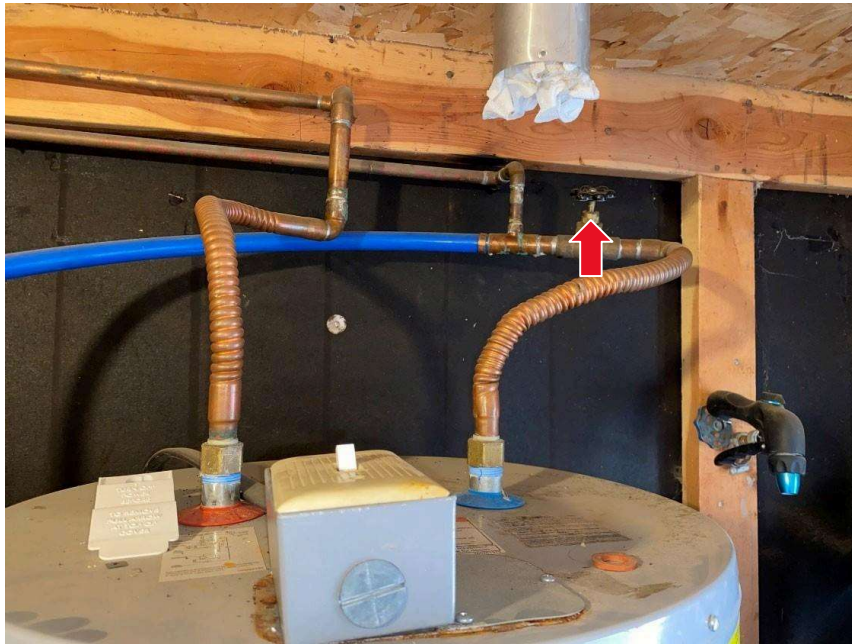
**CLOSE heater drain valve. (Requires a flat head screwdriver).**

**Turn Right = Close.**

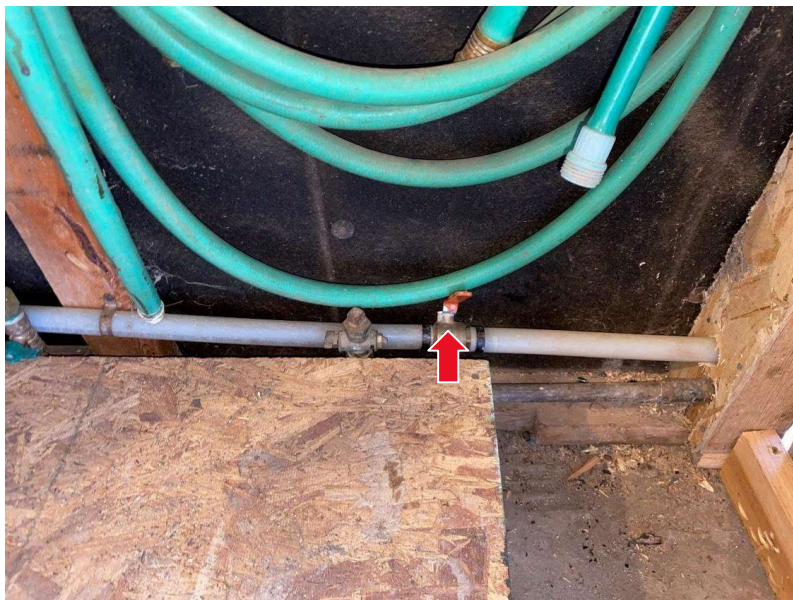




**Verify heater block valve OPEN. Turn Left = OPEN.**



**Verify Settling tank drain handle is CLOSED.**

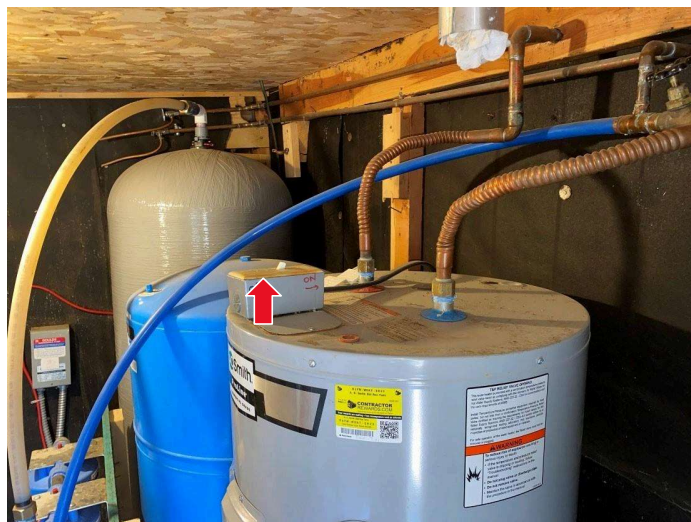


**Open hot water heater pressure relief valve.** Lift silver handle up. You will Close it once water starts coming out. This step lets you know the hot water heater is full and can be turned on.



**Turn on the well pump switch located on the wall by settling tank. Water should start flowing into the system and filling up tanks.**

Verify water is coming out of the hot water heater pressure release valve (this will take a few minutes) then close the pressure release valve and Turn on the water heater switch on top of the tank - Never power the water heater before the tank is full or the elements can burn out.



**Water should now be coming out of all faucets. Close all faucets in the house.**



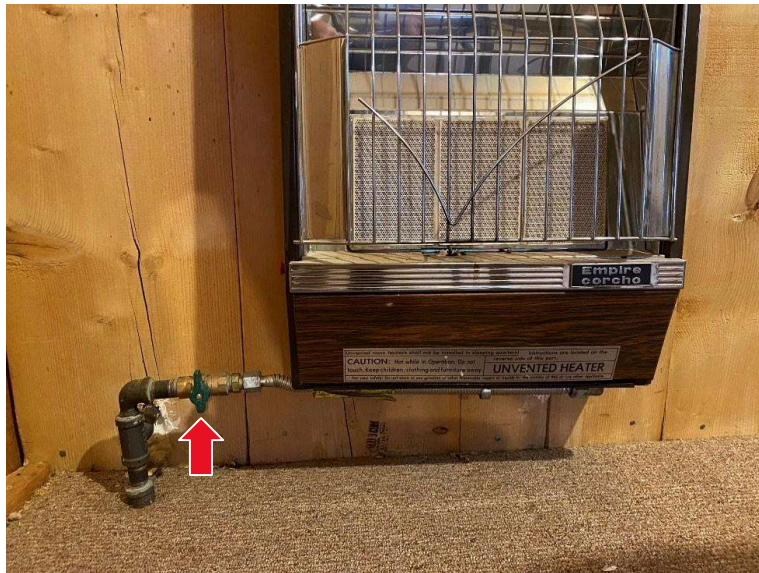
## Section 4 – Propane

Check that gas wall heaters gas supply valves are off.

**Turn ON propane at the tank. Left = Open. Turn until it stops.**



**OPEN valve and light wall heater pilot light.** Often you must bleed air by just holding white push knob for a minute. Keep trying. Turn to I, II or III after pilot lights. Number II is usually more than enough.



**The Cabin is now officially Open! Enjoy your stay!**

## Section 5 Closing Procedures Checklist

Refer to pictures in Opening sections if any of the below are not clear.

- ☐ Put Rid-X in the toilet bowl and flush. Read instructions on the box.
- ☐ Turn OFF switch on top of water heater
- ☐ Turn OFF switch to well pump - located on the wall next to the settling tank.
- ☐ Open the outside spigot - Red handle should be UP. This releases any vacuum. You will leave this open.
- ☐ Turn OFF gas at the propane tank.
- ☐ Drain Pressure tank (Blue tank) - run attached hose into the yard and open the pressure tank drain valve.
- ☐ Drain Hot Water heater - run the hose into the yard, open the hot water tank pressure relief valve and open the hot water tank drain valve. (Requires a flat head screwdriver)
- ☐ Drain Settling tank - Open settling tank (large gray tank) drain valve (drain valve is along wall and runs outside through wall)
- ☐ Remove water filters and grease gaskets. (Depress red pressure relief button on filter housing to make removal easier)
- ☐ Open washer line drain valves.
- ☐ Open kitchen faucets. Leave Open. Relieves any line suction.
- ☐ Open kitchen sink drain valves.
- ☐ Pour antifreeze into the kitchen sink. Use RV Antifreeze not Auto.
- ☐ Open bathroom sink faucets.
- ☐ Open bathroom sink drain valves.
- ☐ Pour antifreeze into the bathroom sink. Use RV Antifreeze not Auto.
- ☐ Open bathtub faucets.
- ☐ Open bathtub drain valves.
- ☐ Pour antifreeze into the bathtub drain.
- ☐ Drain Sprayer in kitchen sink and shower.
- ☐ Flush toilet.
- ☐ Pour antifreeze into the toilet reservoir. Use RV Antifreeze not Auto.
- ☐ Pour antifreeze into the toilet bowl and plunge into the p-trap. Use RV Antifreeze not Auto.
- ☐ Open Refrigerator door and leave the door propped open so moisture will dry.
- ☐ Turn off the new Refrigerator switch - do not unplug.
- ☐ Turn off ALL breakers in the breaker box.
- ☐ Once all tanks are empty, put hoses back into Pump House and lock up!

Done! Hope you had a good trip!

Water system installation by Joe Thomas Plumbing 575-741-0353



## WINTER TIME VISITORS

If visiting after Labor Day please complete the following during the shut down of the cabin. This will keep some heat in the pump house to keep any residual water from freezing.

1. Leave Breaker #2 from top on right side of panel ON.
2. Verify the small heater in the pump house is on and working. Set to a low setting.

