

Sutton Summit

Open/Closing Instructions

Last Updated: 01/01/2024

Sections 1-4 Opening Steps

Section 5 Closing Steps

VERY IMPORTANT:

1. **Do not flush toilet paper in toilet.** Put in garbage can. System is not able to handle any kind of paper products **AT ALL**. All soiled toilet paper must go in trash can. Take trash to dumpster daily if needed. There is a new dumpster up by the church. Very close.
2. All guests **MUST fully CLEAN the cabin before departure.** This includes around toilet base and all floors being mopped.

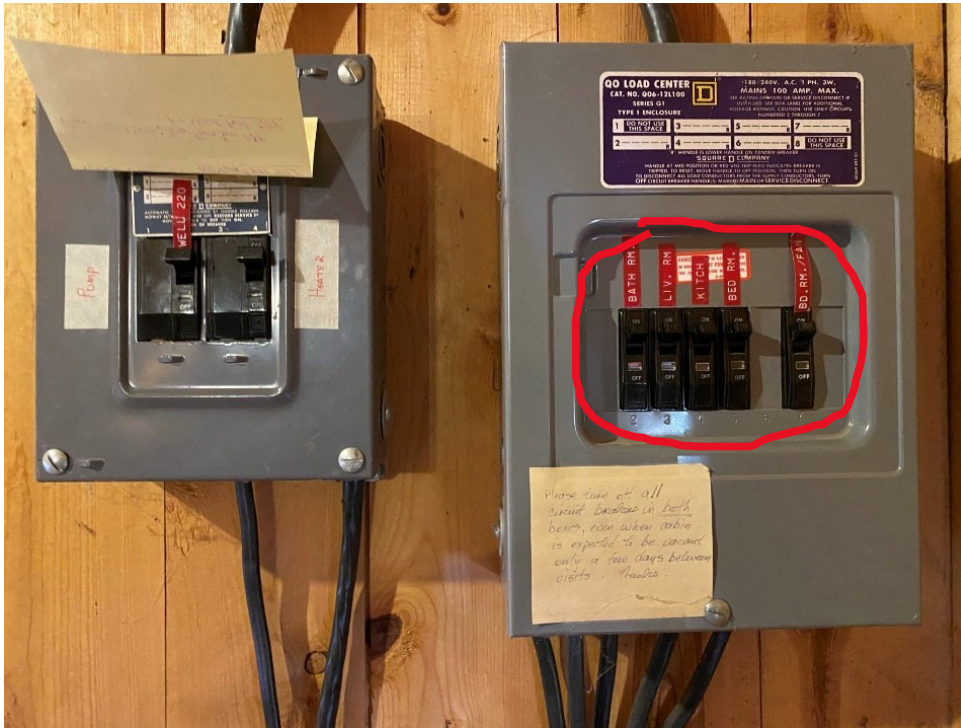


Section 1 – Upon arrival – Electricity!

Turn On 5 breakers on **RIGHT** side box Only.

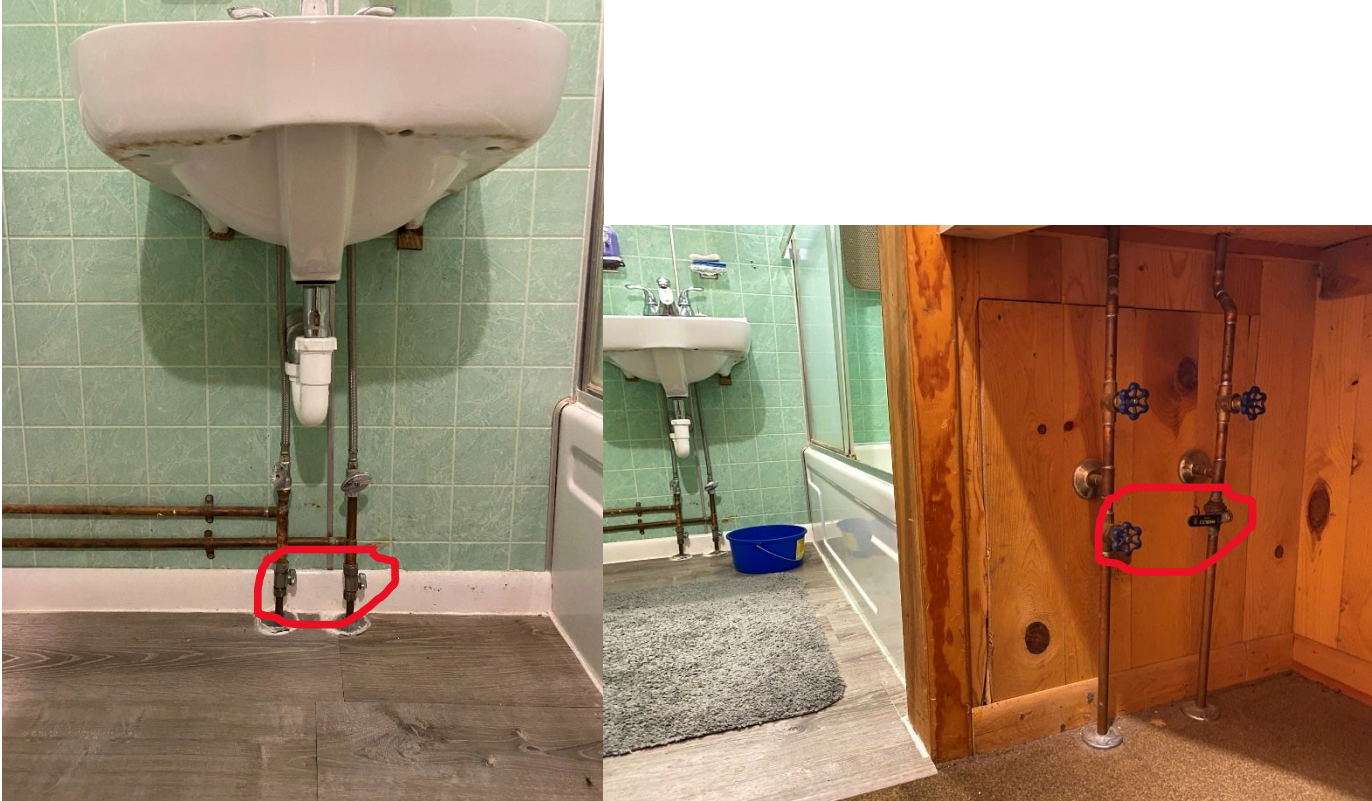
Do not touch Box on left.

Confirm two breakers in left breaker box are off and confirm switch on hot water heater is off – in pump house.



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 Input valves are Open (turn to left)



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

Close Red Handle on outside by Pump house. **Handle Down = Closed.**



Remove PVC CAP and Turn to **On** (Open). This opens the valve so water can enter the pump house.



Install water filters. Be sure to lube the black gaskets up! Lube on shelf.

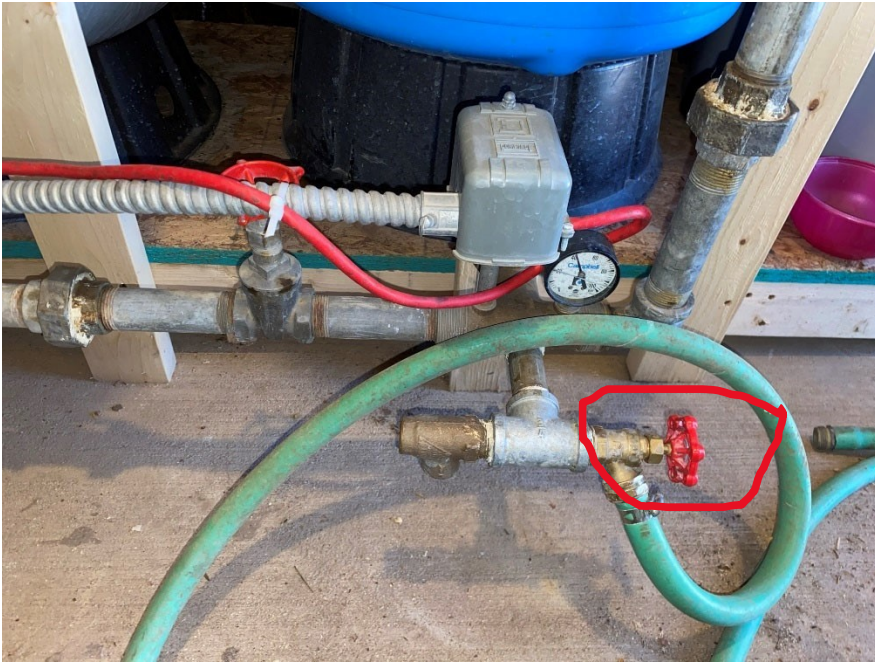


Close washer line drain valves. **Turn Right = Close.**



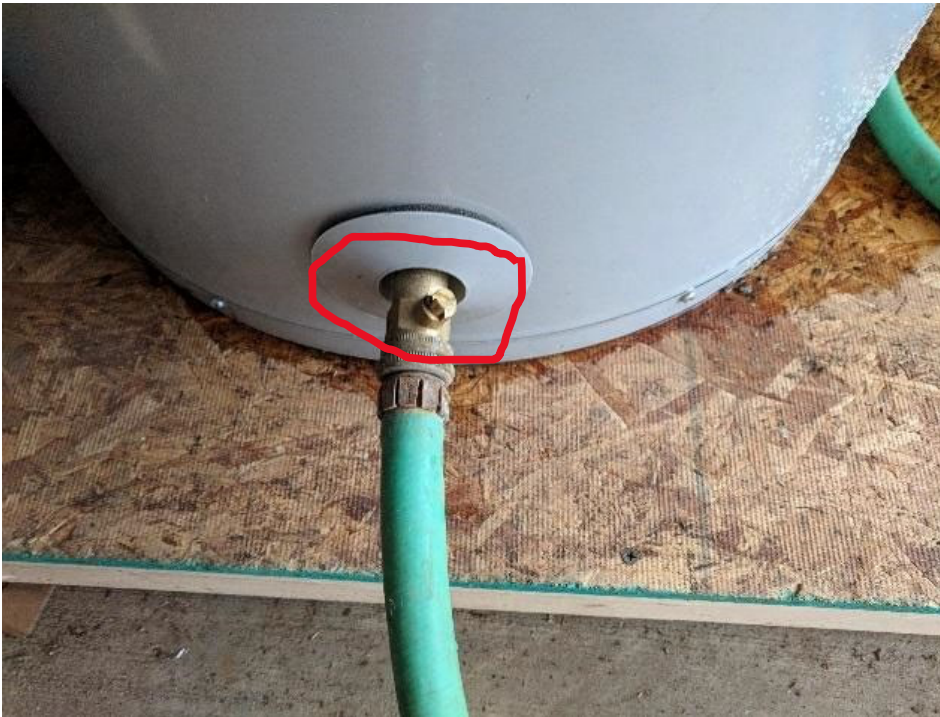
CLOSE pressure tank drain valve.

Turn Right = Close.

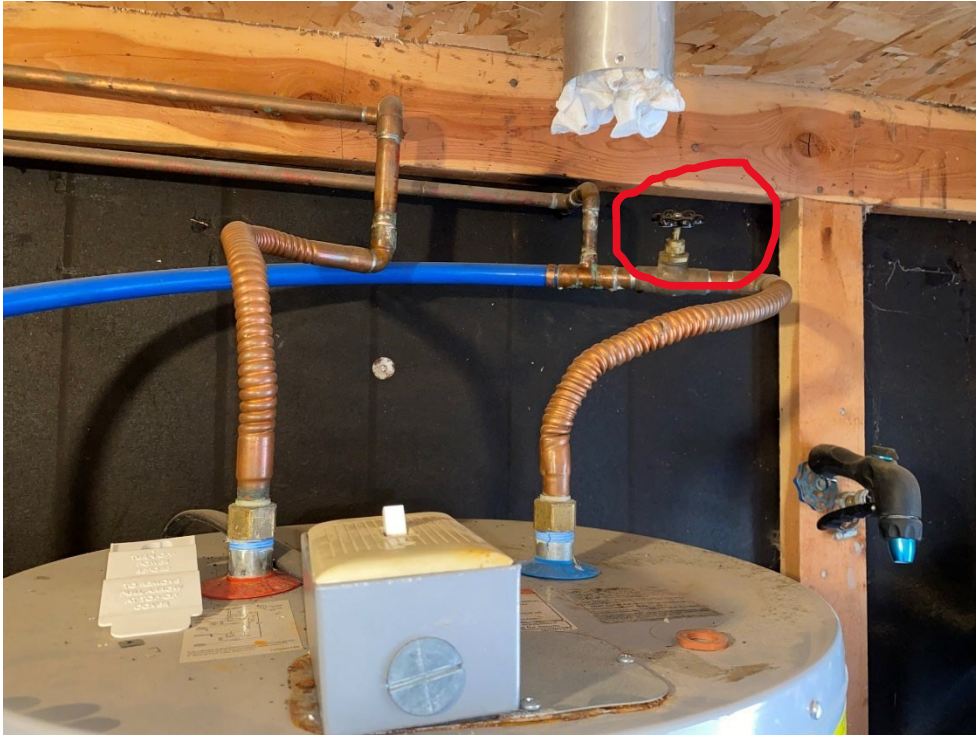


CLOSE heater drain valve. (Requires a flat head screw driver).

Turn Right = Close.



Verify heater block valve OPEN. Turn Left = OPEN.



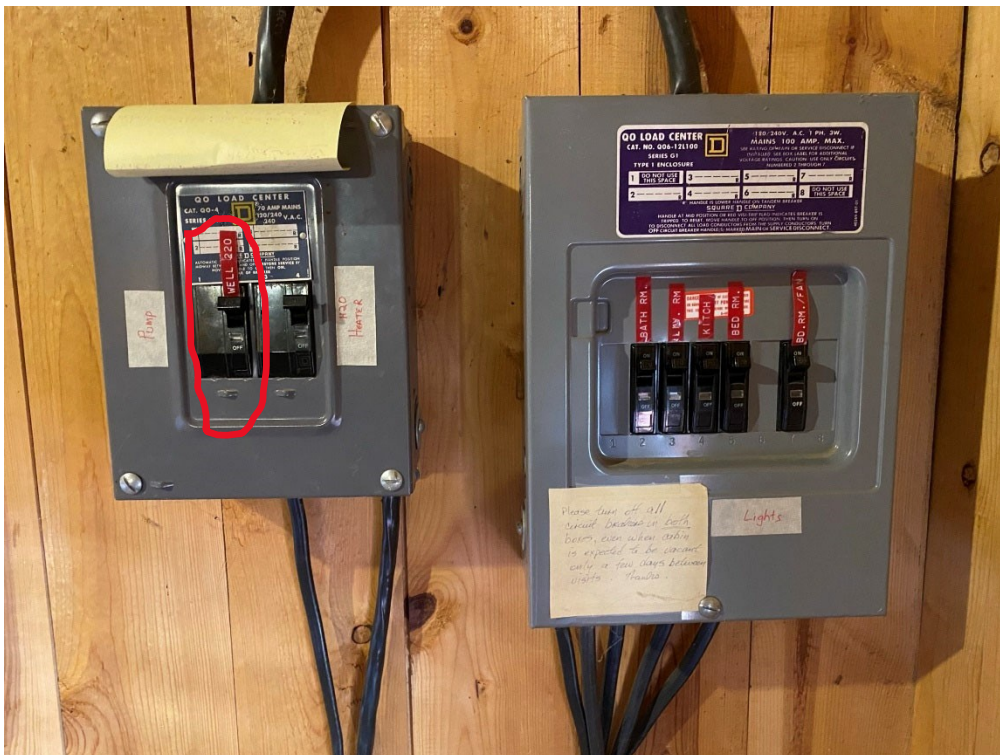
Verify Settling tank drain handle is CLOSED.



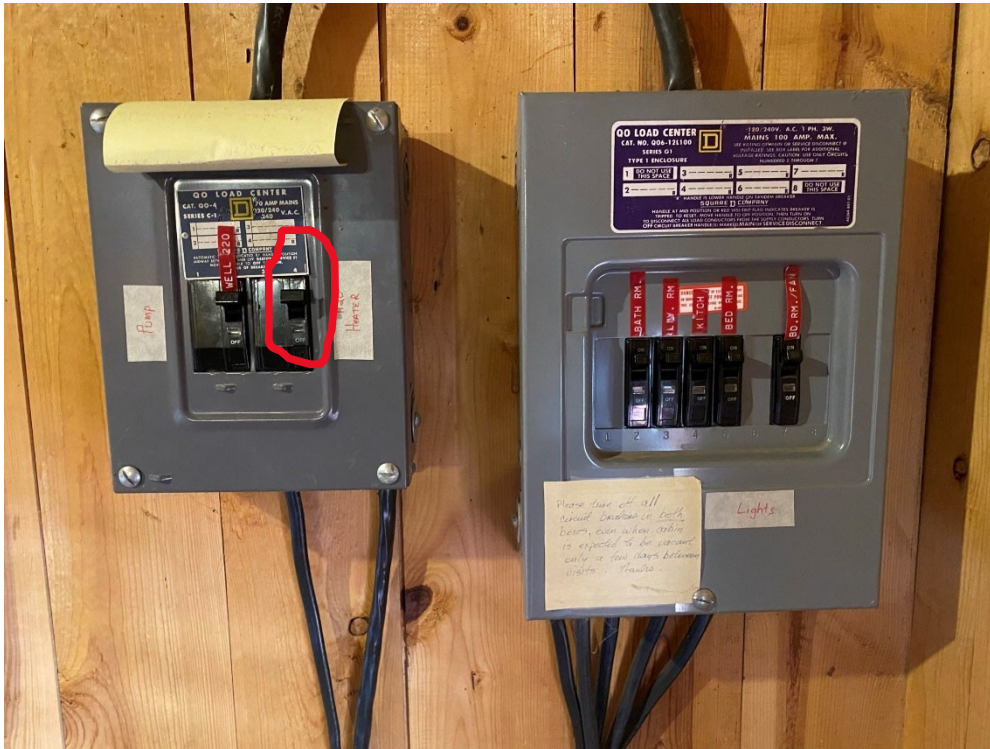
Open heater pressure relief. Lift silver handle up. You will Close it once water starts coming out. This step lets you know the hot water heater is full and can be turned on.



Turn on well pump breaker (LEFT breaker in left breaker box). Water should start flowing into system and filling up tanks.



Turn on water heater breaker. (Right breaker in left side breaker box) - Never power the water heater before the tank is full or the elements can burn out.



Turn On water heater local power switch.

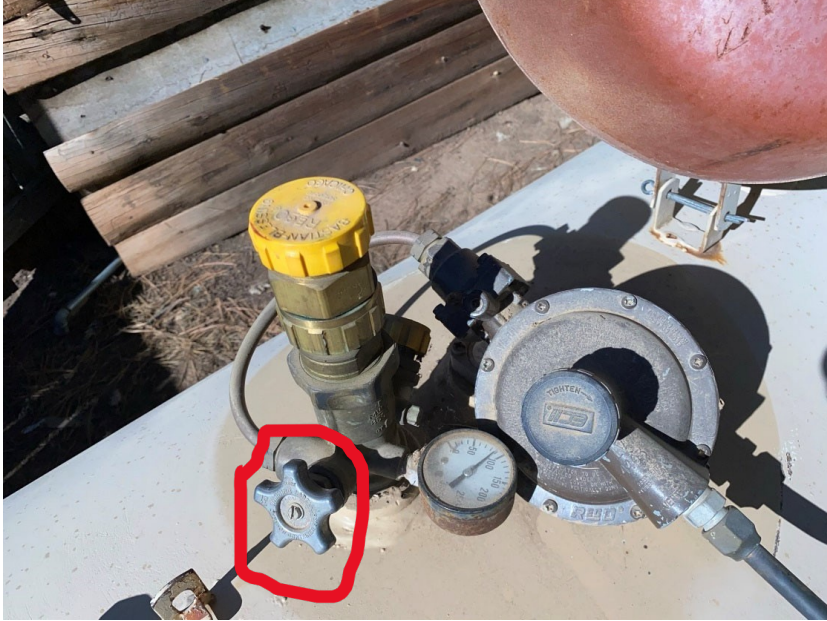


The little heater in the pump house should be on and already set just make sure you see the light. This keeps the pump house warm. Now in the cabin water should be coming out of all faucets. Close all faucets in house.

Section 4 – Propane

Check that gas wall heaters gas supply valves are off. (Only the gas heaters in the living room and breakfast area are safe to use, do not try to use the propane heaters in the bedrooms.)

Turn ON propane at 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. Congrats! Enjoy your stay!

Section 5 Closing Procedures Checklist

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

- Turn off switch on top of water heater.
- Turn off gas at propane tank.
- Turn off well pump and water heater breakers.
- Attach hose to pressure tank (Blue tank) and run into yard.
- Open pressure tank drain valve (Red knob).
- Open hot water tank pressure relief valve.
- Place hose from hot water tank into yard.
- Open hot water tank drain valve. (Requires a flat head screwdriver)
- 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.
- Outside: Open red spigot.
- Outside: Take cap off white PVC pipe next to Red Spigot. Turn to OFF.
- Open kitchen faucets. Leave Open. Relieves any line suction.
- Open kitchen sink drain valves.
- Pour anti-freeze into kitchen sink. Use RV Antifreeze not Auto.
- Open bathroom sink faucets.
- Open bathroom sink drain valves.
- Pour anti-freeze into bathroom sink. Use RV Antifreeze not Auto. Pink stuff.
- Open both bathtub faucets.
- Open bathtub drain valves.
- Pour anti-freeze into bathtub drain.
- Drain Sprayer in kitchen sink and shower.

- Flush toilet.
- Pour anti-freeze into toilet reservoir. Use RV Antifreeze not Auto.
- Pour anti-freeze into toilet bowl and plunge into p-trap. Use RV Antifreeze not Auto.
- Open Refrigerator door and leave door propped open so moisture will dry.
- Turn off all remaining breakers in right side breaker box.

Done! Hope you had a good trip!

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