

Minturn Towne Home Association Heat Tape Operating Instructions Summer 2023

Heat Tape Operating Window (general guidelines):

Turn on: mid to late November (once roofs have snow pack)

Turn off: mid Marc/early April (once temperatures are consistently above freezing and roofs are for the most part clear of snow)

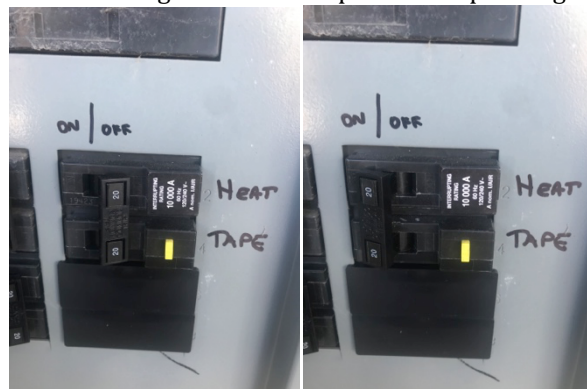
The Association will send out a notice and if needed, can help with turning on and off. As a courteous the Association will turn off and on Heat Tape at appropriate times.

How to turn your heat tape off and on:

Based on the table that follows on the last page, locate where your heat tape circuit breakers are located. For most units it will be in the electrical panel that is below your external (outside) electrical meter. An example of a unit's electrical meter with electrical panel below is pictured on left. To open the electrical panel which is below the electrical meter, locate the locking mechanism on the lower right, slide it up and shift back the metal tab to the right, slide the panel down. A picture of the locking mechanism is pictured in the middle. The panel door is hinged on the left side. Once the panel is open (pictured on right), will see at the top your main power off for your house. Do not slide this to off, but is a good thing to know if you ever need to turn off all your power to your unit.



Below the main are 8 slots for circuit breakers, 4 left and 4 right in two columns. Locate the circuit breaker labeled HT, H.T. or Heat Tape. It is possible your panel may only have a circuit breaker for heat tape or like the one pictured it has circuit breakers for other electrical needs like air conditioning, ovens, baseboard heaters, etc. Only change the one labeled for Heat Tape. **To turn off**, slide the breaker towards the edge of the panel. **To turn on**: slide the circuit breaker to the center of the panel. See below for pictures of the circuit breaker in the off and on positions. Its possible your heat tape circuit breaker might be in the left column of 4 spaces versus the right like the one pictured. Operating instructions are the same.



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For owners in units 112 and 114 Taylor Avenue, their back of unit heat tape is controlled in their own panel that looks like this. Open the cover and switch on or off. Please note, these units also have heat tape in their front, which is controlled in their meter panel located by their garage.



For building D heat tape is controlled by a circuit breaker in your main electrical panel that's either in your garage or house. A picture of a unit's internal electrical panel is on left below. Find the circuit breaker(s) labeled Heat Tape, should look similar to the ones pictured above and simply turn off or on. Your heat tape breaker(s) should be towards the bottom of the breakers and be labeled on the inside of the panel door. A picture of an open unit's electrical panel is on the right below. Same directions as above for turning off and on apply. Please note from the table on the next page if you have 1 or 2 or 3 heat tape_circuit breakers to turn off or on.

Building D, East Side (Hillside), heat tape is critically important as it is leveraged to reduce snow buildup in the valleys between garages and clear snow under and around the furnace air intake (upside down "U" shaped white pipe) and exhaust (straight white pipe). Unfortunately, the way Building D was built and access to electrical switching didn't allow for a unit to control just its unit therefore, unit 103's furnace pipes are reliant on 105's heat tape, unit 105's are reliant on 107's heat tape and unit 107's is reliant on unit's 109 heat tape. This is also similar to downspouts on the west side where a unit controls just one side on its unit as would have been cost inefficient to run dual runs of heat tape within a downspout. Failure to operate your unit's heat tape will have an impact on your neighbor.



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Building	Unit/Address	# of Heat Tape Breakers	Breaker Location #1	Breaker Location #2
A	134 Taylor Ave	2	Meter Panel (East Side, back right corner)	Same
A	132 Taylor Ave	2	Meter Panel (East Side, back right corner)	Same
A	130 Taylor Ave	2	Meter Panel (East Side, back left corner)	Same
B	122 Taylor Ave	1	Meter Panel (West Side, front left corner on side of unit)	
B	120 Taylor Ave	1	Meter Panel (West Side, front right corner on side of unit)	
C	116 Taylor Ave	2	Meter Panel (West Side, front left corner on side of unit)	Same
C	114 Taylor Ave	2	Meter Panel (West Side, left of garage)	Its Own Panel next to A/C Unit (East Side, back right of unit)
C	112 Taylor Ave	2	Meter Panel (West Side, right of front door)	Its Own Panel next to A/C Unit (East Side, back left of unit)
C	110 Taylor Ave	2	Meter Panel (South Side, side of unit by garage)	
D	101 Lions Lane	2	Panel in Garage	
D	103 Lions Lane	2	Panel in Garage	Same
D	105 Lions Lane	2	Panel in House	Same
D	107 Lions Lane	2	Panel in House (East Side Heat Tape)	Meter Panel (West Side, bottom floor)
D	109 Lions Lane	3	Panel in House (East Side Heat Tape)	Meter Panel (West Side, bottom floor)
E	156 Lions Lane	2	Meter Panel (East Side, back right corner)	
E	154 Lions Lane	1	Meter Panel (East Side, middle of unit)	
E	152 Lions Lane	2	Toggle Switch above garage door (West Side)	Meter Panel (East Side, middle of unit)
E	150 Lions Lane	1	Meter Panel (East Side, back left)	
G	110 Lions Lane	1	Meter Panel (West Side, right corner by garage)	
G	112 Lions Lane	1	Meter Panel (West Side, right of garage)	
G	114 Lions Lane	1	Meter Panel (West Side, right of garage)	
H	120 Lions Lane	1	Meter Panel (West Side, left of garage)	
H	122 Lions Lane	1	Meter Panel (West Side, right of garage)	
I	130 Lions Lane	1	Meter Panel (West Side, left of garage)	
I	132 Lions Lane	1	Meter Panel (West Side, left of garage)	
J	140 Lions Lane	1	Meter Panel (West Side, left of garage)	
J	142 Lions Lane	1	Meter Panel (West Side, right of garage)	

Meter Panel = Electrical panel that is below a unit's external power meter

Panel in Garage or House = Electrical panel internal to a unit (typically in a unit's garage or washer/dryer room)

Own Panel = An electrical panel that only contains a single circuit breaker for the heat tape located by unit's air conditioner