

# Cabin Opening and Closing Procedures

## Entering the Cabin- Summertime

1. **Panel-** Turn on **Main Breaker and Water Pump Breaker**
2. **Open the HOT WATER faucet** in the main bathroom, and wait until the hot water heater is full. Make sure that water is flowing from the **Hot Water faucet before turning on the water heater breakers**. One breaker in the **main panel** and one **behind the refrigerator** in the back room.
3. **Turn on Gas** and light all pilot lights on stove and under grill. **3 pilots on the stove and 2 under the grill.**

## Leaving Cabin- Summertime

1. **Shut off the Gas** by closing the **2 valves** on the outside Propane tanks.
  2. **Prop open** the doors on both refrigerators.
  3. **Shut off the breaker** to water heater in the back room.
  4. **Main Panel-** Shut off the **Main, Water Heater and Water Pump** breakers.
  5. Make sure that all **windows are closed and locked**. Shut all the doors and **lock all entry doors**.
  6. **Do not shut Fireplace damper.**
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## Entering the Cabin- Wintertime

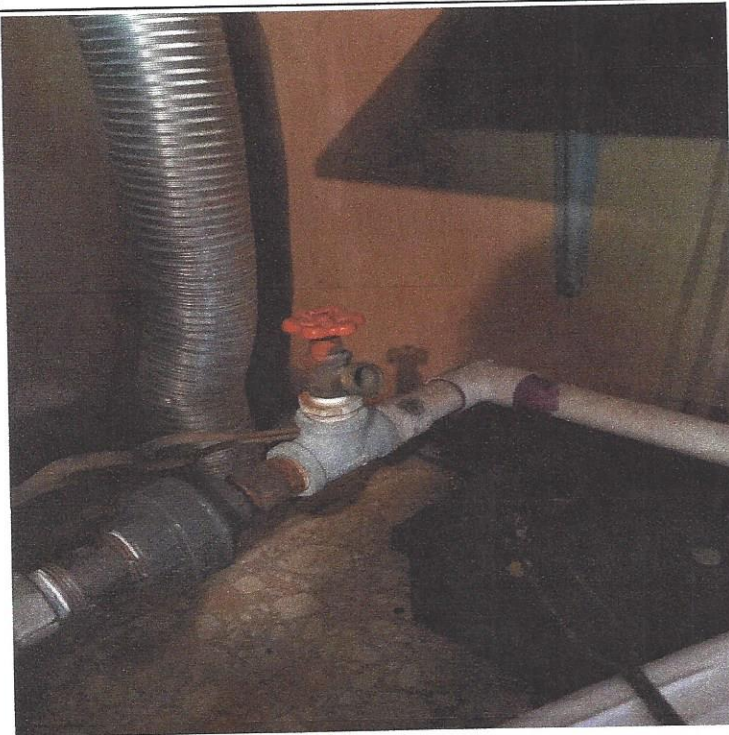
1. **Turn on the Main Breaker ONLY.**
2. **Close all of the Orange water drain valves.** 1 valve under the floor in the back room, 2 valves near water pressure tank, top and bottom hot water heater valves, valves under the sinks in both bathrooms, toilet drain valves. **Be sure to leave main bathroom sink faucets open to relieve pressure from the water pump turning on.**
3. **Turn on Water pump in main panel.** Leave Hot water faucet open in main bathroom to bleed air out of the system and **To be sure that the hot water heater is filled.**
4. **When all air is out** and water is flowing from the **Hot water faucet** in the main bathroom, turn on both hot water heater breakers. One in main panel, and one in back room behind the refrigerator.
5. **Turn on Gas** and light all pilots on stove and under grill. **3 pilots on stove and 2 under grill.**
6. **Bleed air out of heater** by depressing the yellow handled bleeder valve on heater for **15-30 seconds.**
7. **Turn on Furnace switch** inside the heater room 6' high on wall to your left. Make sure the gas valve (blue) is on, turn on thermostat and set the temperature.

## Leaving the Cabin- Wintertime

1. **Turn off Heater** by putting the thermostat in the off position and turning the switch in the heater room into the off position.
2. **Prop open the doors to both refrigerators**
3. **Shut off the Gas** by closing the **2 valves** on the outside Propane tanks.
4. **Shut off the Water pump and Hot water heater breakers in panel and Hot water heater breaker in back room.**
5. **Open all Orange drain valves.** Drain valves are located on both toilets and sinks in both bathrooms. Drain the hot water heater by opening both the bottom and top valves. Open 2 drain valves located by the pressure tank and one under floor in the back room. Leave all faucets open including shower faucets.
6. **Remove as much water as you can from toilet bowls and tanks.**
7. **Put Antifreeze in all Toilet Bowls and Tanks, Sink traps and shower traps.** About 1 Gallon. **Don't Skimp!!**
8. **Do not shut Fireplace Damper**



Drain Valve Under Floor In Back Room



Drain Valve Near Water Pressure Tank #1

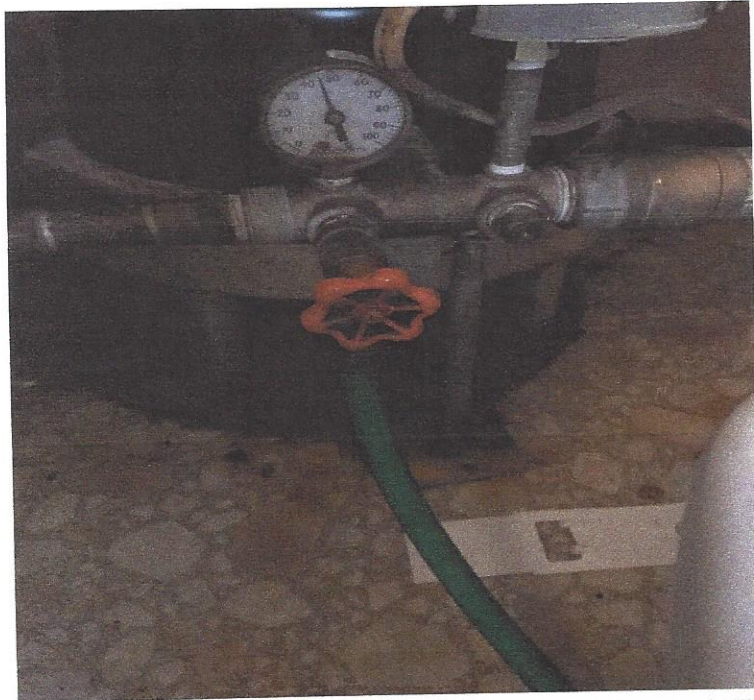




Bottom Hot Water Heater Drain Valve (Closed Position) Put Valve In Line With Pipe To Drain



Bottom Valve Is The Drain Valve For Toilet in Bathroom With Heater- Shown In The Closed Position. Put Valve In Line With Pipe To Drain.



Drain Valve Near Water Pressure Tank #2



Top Hot Water Heater Drain Valve





Drain Valve For the Toilet In The Bathroom With The Shower. Open Bottom Valve To Drain.



Bottom Valve Is The Drain Valve For The Sink In The Bathroom With The Heater- Shown In The Closed Position. Put In Line With The Pipe To Drain



Drain Valves For The Sink In The Bathroom With The Shower. Shown In The Closed Position. Put In Line With The Pipe To Drain.