

<b>Preparing camp for winter –winterizing the water system</b>
<input type="checkbox"/> Use a toilet bowl brush to scrub the scum in all the toilet reservoirs so it will flush out <input type="checkbox"/> Find the shop vac and remove the paper filter inside it. You will be using the shop vac to suck water out of the traps, toilets and water pipes.
<b>Winterize the clothes washer: – can be done anytime before water is turned off</b>
<input type="checkbox"/> Turn off the valves on the pipefittings by pulling their levers up so the levers are pointing straight up. <input type="checkbox"/> Rotate the washer control knob to a position where it would try to fill the washer if the water was on. This is any wash cycle section. <input type="checkbox"/> Check that the temperature control knob is in the warm position. <input type="checkbox"/> Disconnect the hot and cold hoses from the pipefittings. <input type="checkbox"/> Turn on the washer by pulling the control knob out while sucking on the hot and cold hoses with the shop vac. Turning on the washer forces the fill solenoid valves open allowing air to get into the water hoses. <input type="checkbox"/> Once the water is sucked out of the hoses, turn the clothes washer off. <input type="checkbox"/> Remove the drain hose from the drainpipe and use the shop vac to suck the water out of the drain hose. <input type="checkbox"/> After the water is turned off to the house, the shut off valves should be opened by pushing their levers down so they are sticking straight out from the wall.
<b>Shut down the water system (start at least three hours before you want to leave)</b>
<input type="checkbox"/> Fill two buckets with hot water to wash your hands with when you are done.
<input type="checkbox"/> Winterize the water heater as follows:
<input type="checkbox"/> Turn off the breaker for the hot water heater in the breaker panel and turn off the switch above the hot water heater. <input type="checkbox"/> Close intake valve and loosen union fitting on feed line for water heater(to allow air flow). <input type="checkbox"/> Drain the hot water heater with the garden hose that is stored in the back shed.
<input type="checkbox"/> Winterize the water pump plumbing as follows:
<input type="checkbox"/> Take the shop vac to the boathouse <input type="checkbox"/> Unplug the pump power cord and shut the valve that supplies water to the camp.

- Connect a garden hose to the bottom of the pressure tank and drain the water out the front of the boathouse.
- Move the hose to the bottom of the water filter and drain it. After the filter is drained unscrew both water filters and set them on the shelf under the window.
- Check that there is a nylon rope attached to the plastic suction pipe that goes out into the lake. Disconnect the shoreline side of the coupling on this pipe and drop the loose pipe into the lake.
- Place an aluminum pan under the two lower drain plugs of the pump. With a 9/16" wrench, remove the two pump drain plugs. Use the shop vac to suck up the water as it flows out of the pump. Put the pipe plugs on the shelf under the window.
- Vacuum any excess water out of the pump drain holes and any other open valves in the piping.
- Remove the 1/4 inch copper tube between the pump and the pressure switch on the back of the pump with a 1/2 inch wrench. Drain any access water from this copper tube and reconnect the copper tube.
- Put a layer of motor oil on the threads in the pipe plugholes of the pump with your finger. This will reduce the amount of rust that will develop in the threads

#### Drain all the plumbing lines:

- Behind the cottage there are two utility access holes with two hand valves and two pipe plugs in each side. Open all the hand valves and remove all the pipe plugs. Place the pipe plugs in a coffee can inside the back door.
- Open the valve on the hose connection across the road behind the camp.
- Open all the faucets in the house including the showers.
- Go back to the boathouse and open the valve by the shoreline to drain the line going up to the house and all the cold water piping in the house.
- Inside the boathouse, reopen the ball valve that goes up to the camp that was shut earlier. Fully open and shut this valve several times. Then leave it about half open. Do the same with the valve at the shoreline.
- Under the front porch do the following
  - Open the garden hose faucet on the cold water line.
  - Remove the pipe cap at the end of the hot water line and open the drain valve.
  - Place the pipe cap in the coffee can with the pipe plugs inside the back door.
- Check that the clothes washer valves are open by observing that their lever is sticking straight out from the wall.

- Flush all the toilets and use a piece of wood to block the reservoir flush valves open
- Remove the bottom feed pipe from the toilet reservoir in the southeast bedroom.
- Remove the trap under the kitchen sink and put it in the sink.
- Use the shop vac to suck as much water as possible out of the open cold water pipes in the utility access holes in the back of the camp.
- Vacuum all the water out of all the toilet reservoirs and toilet bowls.
- Vacuum the water out of the traps beneath the four trap plates. The traps are located by the toilets in the upstairs bedrooms and by the bathtubs in the southeast and southwest bedrooms.

#### Antifreeze traps and fixtures

- Pour antifreeze into drains and fixtures as follows:
  - 1 cup into the sink and shower in the northwest bedroom and in the bathroom sink in the downstairs hallway
  - ½ cup of into the rest of the sinks (except the kitchen sink).
  - ½ cup in each of the toilet reservoirs, toilet bowls, and tub drains.
- Pour 1 cup of antifreeze into the clothes washing machine:
  - Put the drain hose in the drainpipe and start the washing machine in a drain cycle. Then quickly shut it off.
  - Pour another ½ cup of antifreeze into the top of the clothes washing machine.
  - Remove the drain hose from the drainpipe in the back of the washing machine and drain as much water as possible into the foil pan on the floor.
  - Empty the foil pan and place it under the ends of the washing machine hoses.
  - Pour another cup of antifreeze down the drainpipe that the washing machine drained into.

#### Finish water

- When the hot water heater is done draining, remove the garden hose.
- Drain the water out of the hose, coil it and put it on the picnic table in the living room.
- Vacuum as much water as possible out of the hot water heater. Close the drain on the hot water heater.
- Wipe up all the water that dripped on the floors with a rag.