

Sutton Summit

Cabin Open/Closing Instructions

The following document lists the Opening/Closing instructions in Sections. Section 1-4 are for Opening. Section 5 is for Closing.

Section 1 – Upon Arrival, Electricity!

Section 2 – Water Line Preparation

Section 3 – Turn On Water

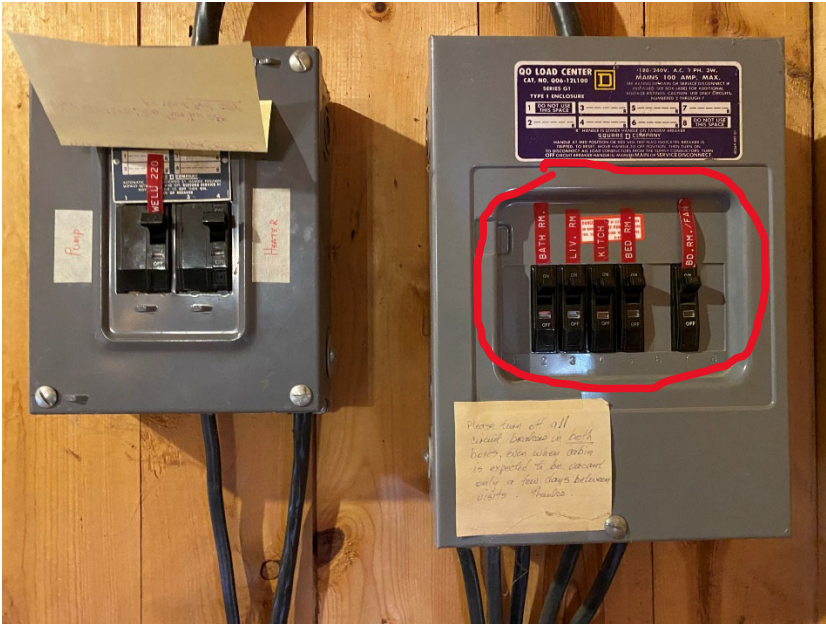
Section 4 – Propane

Section 5 – Closing

Section 1 – Upon arrival – Electricity!

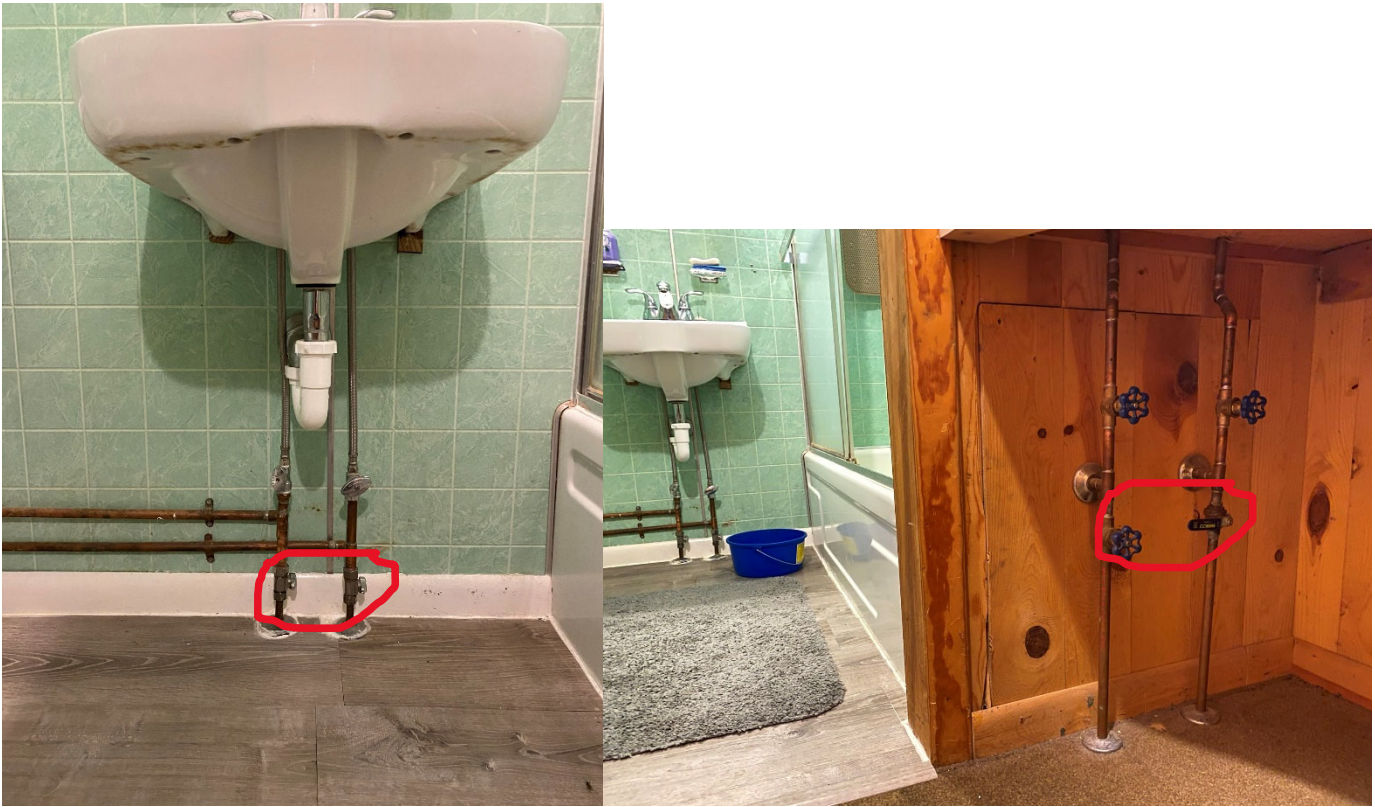
Turn On 5 breakers on right side box Only – do not touch Box on left (see picture).

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 Drain Valves on Sink and Bathtub:



Open Input Valves (some call these Block valves) on Sink and Tub:



Check that Faucet valves on Sink and Tub are open. This lets air escape and pipes to prime once the water is flowing.

Do this for kitchen sink as well.

Close kitchen drain valves.



Open Kitchen Input valves.



Section 3 – Turn on Water

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



Remove PVC CAP and Turn to **On** (Open).



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

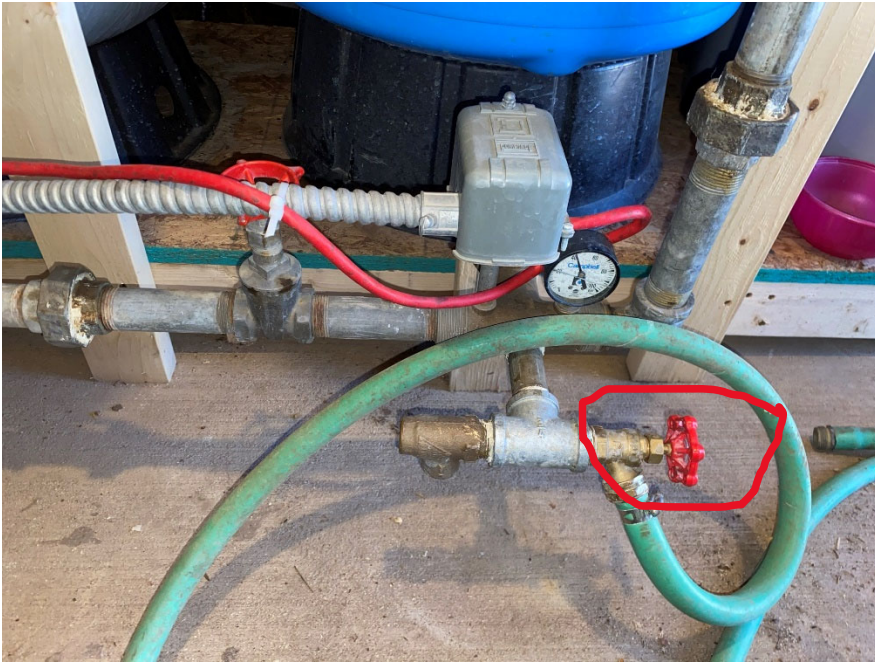


Close washer line drain valves. Turn Left = Open. Turn Right = Close.



Close pressure tank drain valve. Yes Close because we want to flush dirty water first.

Turn Left = Open. Turn Right = Close.



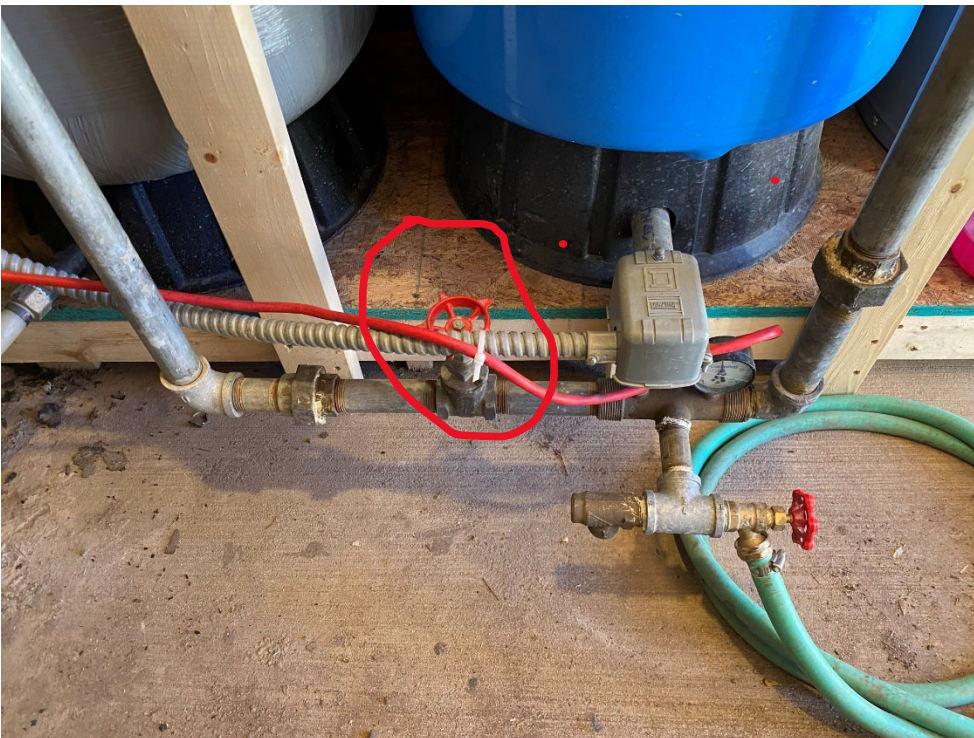
Close heater drain valve. (Requires a flat head screw driver). Turn Left = Open. Turn Right = Close.



Open settling tank drain valve. Open half way = Handle should be in line with pipe and then bring it back to half open. (Allows the system to flush sediment but not too much pressure)

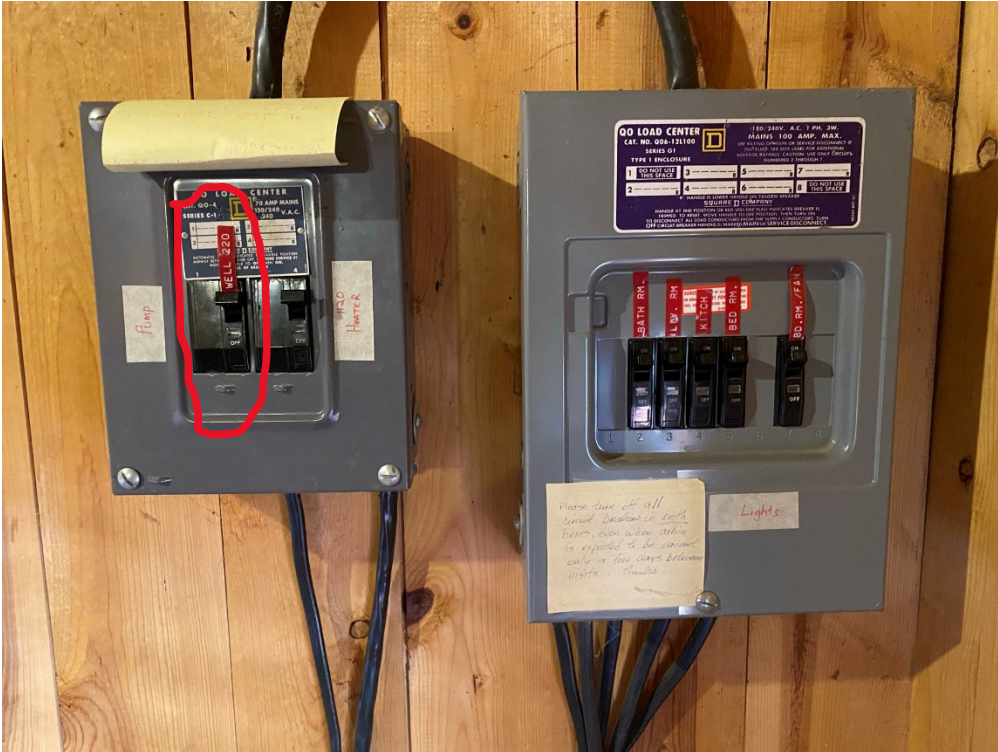


Close filter Input (block) valve. Turn Left = Open. Turn Right = Close.



Turn on well pump breaker (left breaker in left breaker box) to allow sediment to flush.

Water heater breaker should remain off.



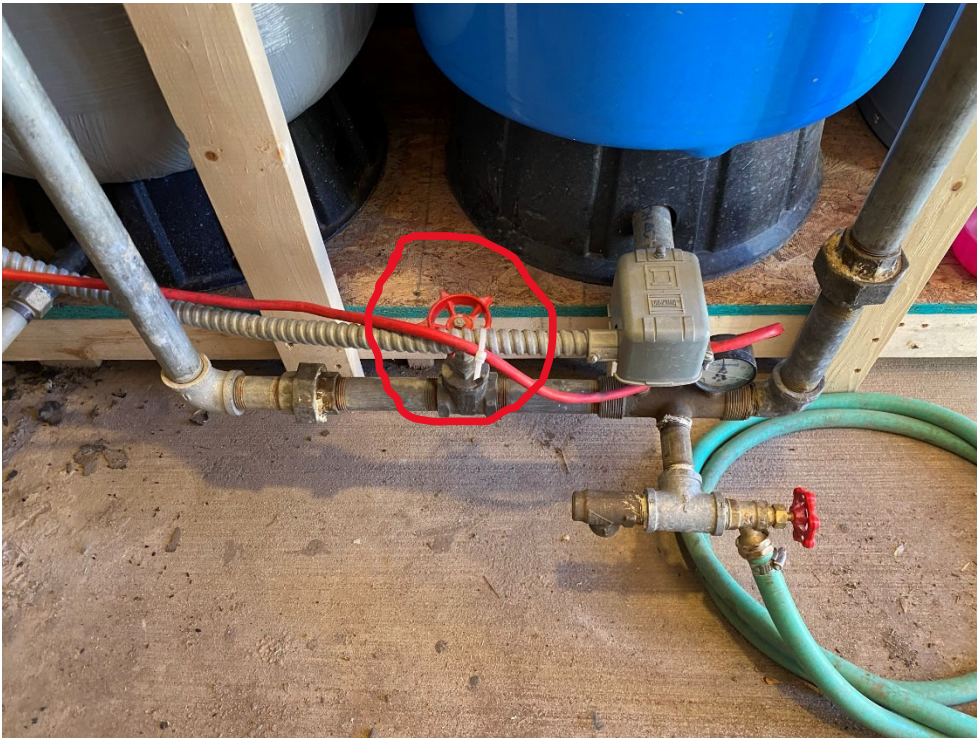
Close settling tank drain valve once water is no longer muddy. **Handle in Line with hose = Open. Handle perpendicular to hose = Closed.** In picture below it is Closed.



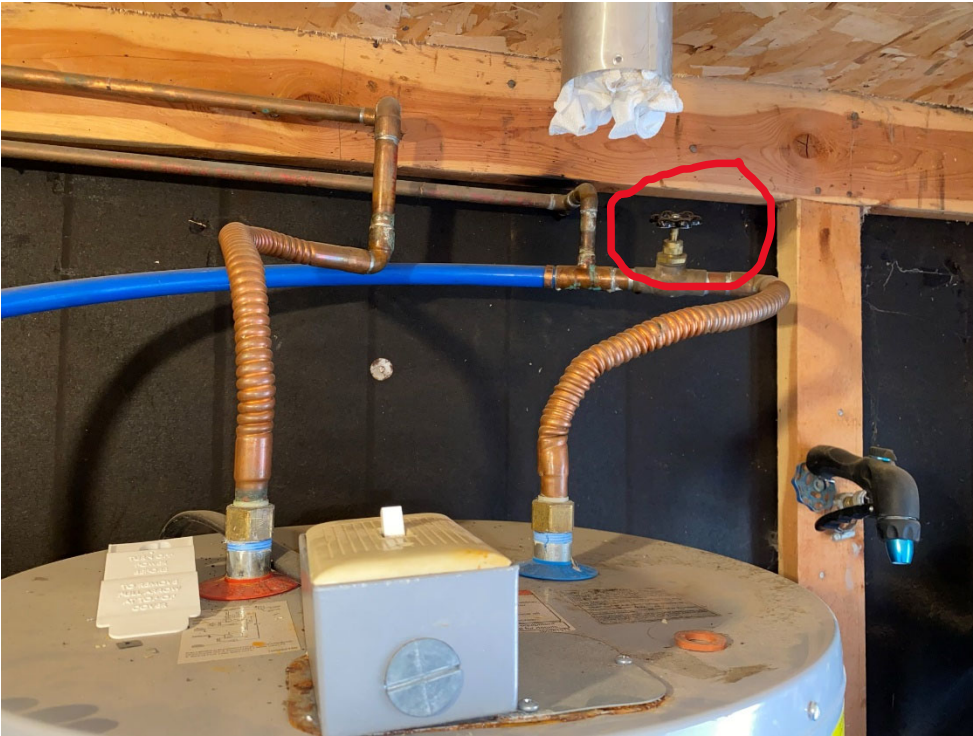
Open heater pressure relief. Lift silver handle up.



Open filter block valve. Turn Left = Open. Turn Right = Close.



Open heater block valve. (May have been left open). Turn Left = Open. Turn Right = Close.

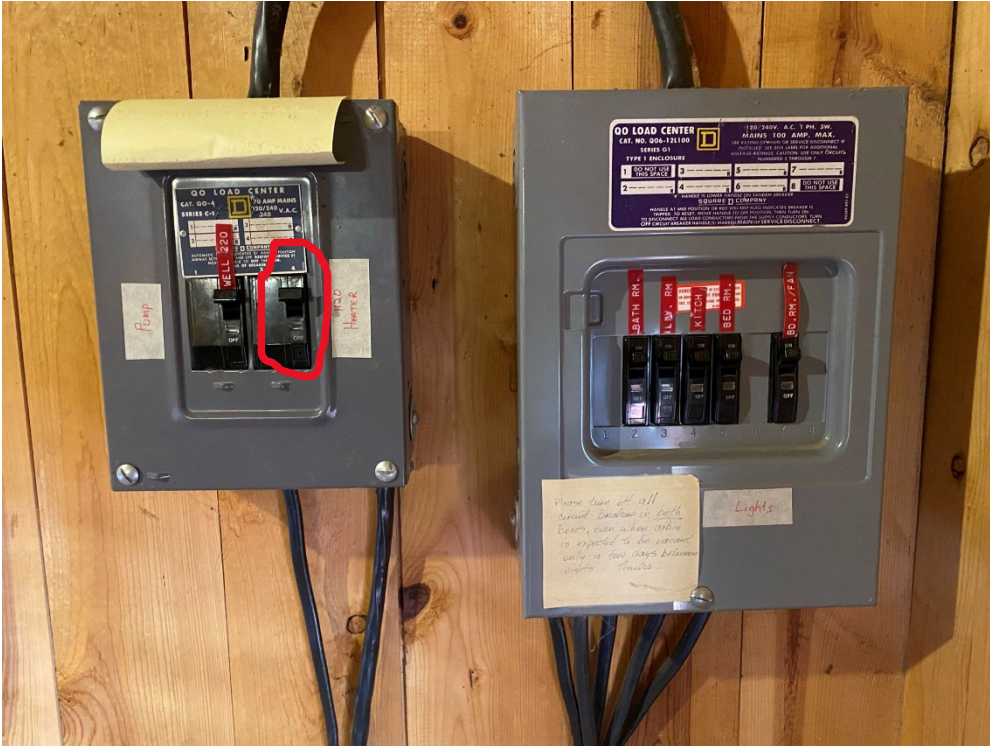


Allow heater to fill.

Close pressure relief once water begins to pour out. Silver handle down = Closed.



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



Turn On water heater local power switch.

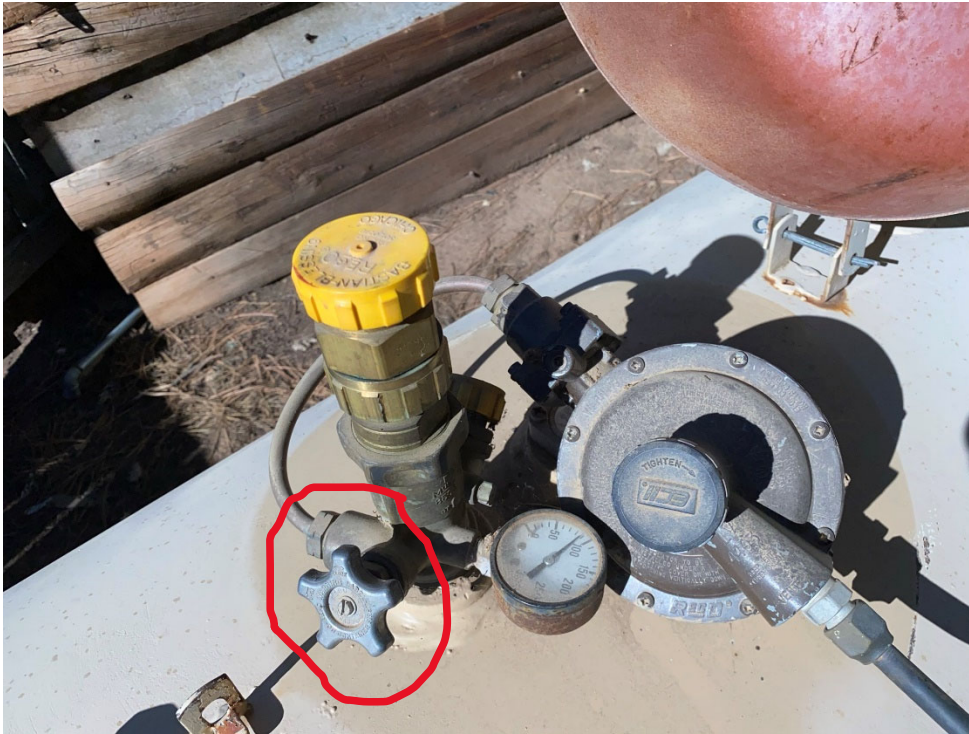


The little heater in the pump house should be on and already set just make sure you see the light. This keeps the pump house warm. Now in the cabin water should be coming out of all faucets. Close all faucets in house.

Section 4 – Propane

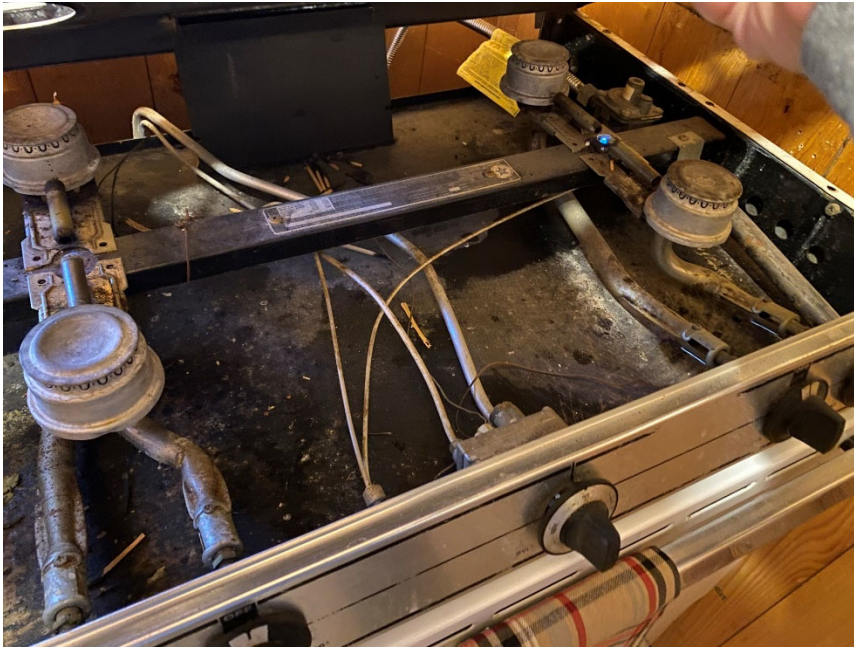
Check that gas wall heaters gas supply valves are off. (Only the gas heaters in the living room and breakfast area are safe to use, do not try to use the propane heaters in the bedrooms. There are electric heaters in the closet that work.)

Turn On propane at tank. Right = Close. Left = Open. Turn until it stops.



Stove: Turn on T valve behind stove. Light pilot lights. There are three. Two for top burners and one below in drawer for oven. **Until new range is installed this old range is dangerous. Turn off T valve when not using. The pilot lights go out easily and vent propane into the cabin. Use with caution.**





Turn on valve and light wall heater pilot light if you are planning to use. Often you have to 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

Closing Procedure:

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 T valves to all gas heaters and range. **Very important!**
- ☐ Turn off well pump and water heater breakers.
- ☐ Turn off water heater local power switch.
- ☐ 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 screw driver)
- ☐ 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.
- ☐ Turn on kitchen faucets.

- ☐ **Open kitchen sink drain valves.**
- ☐ **Pour anti-freeze into kitchen sink. Use RV Antifreeze not Auto. Pink stuff.**
- ☐ **Turn on bathroom sink faucets.**
- ☐ **Open bathroom sink drain valves.**
- ☐ **Pour anti-freeze into bathroom sink. Use RV Antifreeze not Auto. Pink stuff.**
- ☐ **Turn on bathtub faucets.**
- ☐ **Open bathtub drain valves.**
- ☐ **Pour anti-freeze into bathtub.**
- ☐ **Flush toilet.**
- ☐ **Pour anti-freeze into toilet reservoir. Use RV Antifreeze not Auto. Pink stuff.**
- ☐ **Pour anti-freeze into toilet bowl and plunge into p-trap. Use RV Antifreeze not Auto. Pink stuff.**
- ☐ **Dry refrigerator shelves and leave door propped open.**
- ☐ **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