

WATER SUPPLY INSTRUCTIONS**Opening the Lodge**

1. Open the MAIN INLET VALVE ball valve in the laundry located on the end wall at the bottom left of the left hand tank (tank 2). (Valve 3). To open the valve handle should be in line with the pipe direction. Do not touch the “Emergency” round handled inlet valve located adjacent to and to the right of Valve 3.
2. Close the single combined HOT & COLD WATER DRAIN VALVE located at the bottom left hand side of tank 2 (Valve 1).
3. Open the RELIEF VALVES periodically on both hot water tanks in the laundry to expel air from the tanks. The relief valves are located at high level on each tank and are lever operated. The valves must be closed once the tanks are full.
4. Turn on the power point above main inlet valve – this powers the hot water circulating pump located above the Main Inlet Valve behind tank 2.
5. Immediately check that all hot and cold water taps in the Lodge are closed. It is a good idea to slightly crack open some of the taps upstairs to expel any residual air in the system.

Closing Down the Lodge

1. Turn off the power point above the Main Inlet Valve (Valve 3) to turn off the hot water circulating pump.
2. Turn OFF the MAIN INLET VALVE (Valve 3) – the valve handle should point directly upwards, ie at right angles to the pipework direction when off.
3. Open the combined HOT AND COLD WATER DRAIN VALVE (Valve 1). The valve handle should be aligned with the direction of the pipework to be open. Water should drain to the tundish located between Tanks 1 & 2 about half way up the tanks – the tanks will only drain to this halfway point so will always keep water in the bottom half of the tank.
4. Open taps in Laundry tub a ¼ turn only – to drain hot and cold pipework.
5. Open the kitchen taps upstairs – a ¼ turn only – to assist drainage.
6. After the pipes have drained from the upstairs areas, flush all ensuite toilets upstairs just prior to leaving the lodge. This will assist in venting air for the next incoming party.
7. Note that you do not need to wait at the lodge while the tanks are draining, as long as you have followed the process above. The water will drain to the midpoint of the tanks and then stop draining.