

Texas Conference of Clubs

Start-Up Procedures for the Water Systems after Complete Winter Shut-Down

1. Turn on the electrical system for the entire camp at the light pole located on the left side of the road down by the latrine facilities. There are two breakers you will need to turn on. The locks on the breaker boxes use the same key as the main gate.
 2. Proceed to the rear of the shower building where the mechanical system is located. Open valve "A" (red handle) by pulling up on it. Proceed to the inside of the building.
 3. Turn on the main breaker located at the top of the electrical breaker box. This box is gray in color and is located on the same side as the door.
 4. Turn on the **WELL PUMP** switch only (it is marked) if the water tank IS NOT full. If the water tank is full DO NOT turn on this switch.
 5. Close the drain valve "B" on the floor in front of the pressure tank. The handle will be perpendicular to the pipe.
 6. Install small square plug into pump assembly marked "C" on the housing. This part was taken out during the shut-down. Tighten the plug clockwise until tight.
 7. Open drain valve "D" briefly to clear any sediment form the lines. Sediment should clear from the lines within 30 seconds. After the lines have been cleared close this valve.
 8. Open valve "E" if the water tank is over half full, otherwise wait until the tank is past that point.
 9. Perform **ONE** of the following steps.
 - A. Open the pump priming valve "F" on top of the pressure pump until water fills the pipe (above the red handle)
- OR**
- B. Open the pump priming valve "F" on top of the pressure pump and fill the pipe with water yourself. You can get water for this from the drain valve "J" that is attached to the water tank and located on the floor. (You will only need to open this valve a little to get water so be careful)

After one of the two steps listed above have been done then close valve "F".

10. Open valve "G" by turning it counter clockwise. This is the valve that will send water out to the rest of the system.
11. Close valve "H" (green handle) by turning clockwise. This handle is located on the first set of insulated pipes going to the first water heater.
12. Close the red drain valves at the bottom of both water heaters. These valves are not shown on the overall schematic but are located at the bottom of both water heaters.
13. Turn on the black **WATER PUMP** switch in the electrical panel box. The pump pressure should begin to build as indicated by the gage above the tank. The tank is designed to automatically shut the pump off at approximately 40 pounds. After the pump starts you should see a slow but steady increase in pressure. If the pump does not begin to build pressure within 30 seconds shut off the **WATER PUMP** switch and call for assistance. Please remember though you **WILL NOT** get the 40 pounds of pressure within 30 seconds.
14. Close all faucets in the showers, sinks, and dishwashing areas.
15. Open valve "H" (green handle) on the first set of pipes leading to the hot water tanks.
16. After 5 to 10 minutes open the faucets in the showers, sinks and dishwashing area to let the air out of the system.
17. Once the water is flowing freely turn off all of the faucets.
18. Turn on both sets of breaker switches in the electrical box for the water heaters. These breaker switches are marked as well.

CAUTION

Check the water level regularly in the water tank. If the tank is below 1/2 full you will need to turn on the **WELL PUMP** switch until the water level is showing full again. Once it is full, turn the **WELL PUMP** switch off again.

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Start-Up Procedures for the Water Systems after Initial Start-Up has be done

1. Turn on the electrical system for the entire camp at the light pole located on the left side of the road down by the latrine facilities. There are two breakers you will need to turn on. The **locks** on the breaker boxes use the same key as the main gate.
2. Turn on the main breaker located at the top of the electrical breaker box. This box is gray in color and is located on the same side as the door.

CAUTION

Before proceeding to the next step please check that the water system has not been worked on by anyone or you will need to go through the entire procedure for Initial Start Up.

3. Turn on the **WELL PUMP** switch only (it is marked) if the water tank IS NOT full. If the water tank is full DO NOT turn on this switch.
4. Turn on the black **WATER PUMP** switch in the electrical panel box. The pump pressure should begin to build as indicated by the gage above the tank. The tank is designed to automatically shut the pump off at approximately 40 pounds. After the pump starts you should see a slow but steady increase in pressure. If the pump does not begin to build pressure within 30 seconds shut off the **WATER PUMP** switch and call for assistance. Please remember though you **WILL NOT** get the 40 pounds of pressure within 30 seconds.
5. Turn on both sets of breaker switches in the electrical box for the water heaters. These breaker switches are marked as well.

CAUTION

Check the water level regularly in the water tank. If the tank is below 1/2 full you will need to turn on the **WELL PUMP** switch until the water level is showing full again. Once it is full, turn the **WELL PUMP** switch off again.

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Complete Shut-Down Procedures for the Water Systems at the End of the Year

1. Turn off the black **WATER PUMP** switch in the electrical panel box.
2. Turn off black **WELL PUMP** switch (if on) in the electrical panel box.
3. Close valve "A" (red handle) by pushing down on it. Handle will be parallel to the valve.
4. Close valve "E" by turning it clockwise.
5. Open the drain valve "B" on the floor in front of the pressure tank. The handle will be parallel to the pipe and will allow the pressure tank to drain.
6. Close valve "G" by turning it clockwise.
7. Open the pump priming valve "F" on top of the pressure pump.
8. Remove small square plug into pump assembly marked "C" on the housing. This part was installed during the start up.
9. Open the red drain valves at the bottom of both water heaters. These valves are not shown on the overall schematic but are located at the bottom of both water heaters.
10. Open valve "H" (green handle) on the first set of pipes leading to the hot water tanks.
11. Open all faucets in the showers, sinks, and dishwashing areas.

NOTE:

1. Valves "A" and "E" **MUST BE Closed.**
2. Valves "B" and "H" **MUST BE Open.**
3. Valve "F" **MUST BE Open**
4. The plug at "C" **MUST BE Removed.**
5. All water faucets both inside and outside **MUST BE Open.**