

Verve Development

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WINTER SHUT OFF PROCEDURE

1. To turn the system off, go to the basement where the MAIN VALVE is located. Turn the handle on the valve $\frac{1}{4}$ turn, the lever handle should be perpendicular to the water pipe. If the valve is a wheel type, turn the handle clockwise until closed tight.
2. Next, go to the valve boxes in the yard, remove the cover and place the forked key on the brass cross handle valve and turn left to OPEN. There are petcock air vents on the back flow preventor which should be opened next. Use a screw drive to open these valves by turning a quarter turn. Water may drain out of the valve in the box for several minutes depending on the length of the underground mainline.
3. Return to the basement and open the drain at the main valve. This is usually a small cap on the valve which when taken off, will allow the water to drain back as needed. You may want to have a small bucket to catch the water in. When the water stops running, the cap can be replaced and tightened.
4. If the system has an automatic controller, the controller should be started on a semi-automatic cycle to allow the solenoids to open and drain as needed. When the cycle is complete, place the controller switch in the RAIN/OFF position for the winter.
5. To activate the system in the spring, reverse steps 1 and 2 and replace the battery in the controller if needed.

ATTENTION:

IN LATE FALL OR EARLY SPRING THERE MAY BE TEMPERATURE FLUCTUATION WHERE YOU MAY WANT TO WATER YOUR GRASS BUT THE TEMPERATURE AT NIGHT DROPS TO FREEZING. THE SYSTEM SHOULD BE DRAINED FOLLOWING STEPS 1-3 IF THE TEMPERATURE IS TO REACH FREEZING. FREEZE DAMAGE REPAIR IS GENERALLY COSTLY BUT AVOIDABLE

