

## Manual Winterization Procedures:

1. Manually turn off the Secondary Shut-Off Valve, usually located down line from the Main Water Shut Off, inside the house, commonly found after the Primary Water Meter and before the Secondary Water Meter.
2. Open all or any Gate Valves, Ball Valves, Stop and Waste Valves, and Boiler Drain Valves on irrigation service lines located on the exterior of the house. These valves can be found beneath the Backflow Prevention Device, within the Valve Control Boxes, and other areas if valve boxes are present. Leave these valves "open" and return inside.
3. Carefully open the valve in the basement, just after the Secondary Shut-Off Valve. Make sure to collect the water being drained so as not to damage any carpet or drywall.
4. Once water has been drained from this valve, turn the valve back to the "closed" position. **IMPORTANT:** *Winterization services can not be performed if this valve is left in the open position!* Valves located on the exterior of the house are acceptable to be left in the "open" position.
5. Contact our office to schedule your winterization service at (440) 934-4024, ext. 3.

### IMPORANT:

These procedures must be done prior to the first freeze to prevent damage to the Backflow Prevention Device. "Blow Out" procedures can occur either before or after the first freeze, since underground irrigation lines are protected by "insulating" ground temperatures.

## Types of Valves:



Gate Valve



Ball Valve

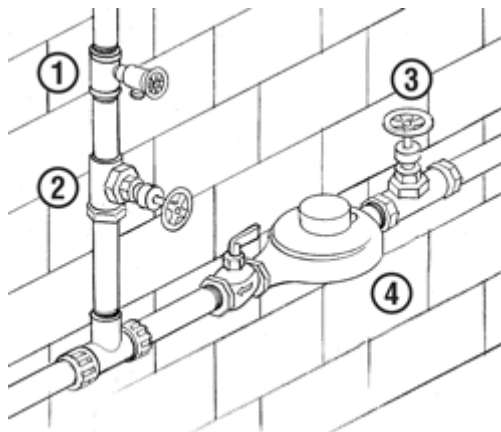


Stop & Waste Valve



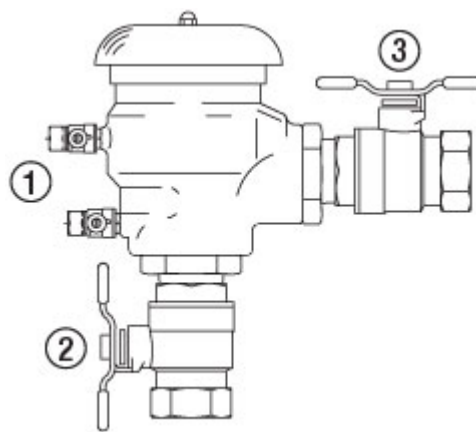
Boiler Drain Valve

## Typical Layout of Interior Plumbing:



1. Boiler Valve
2. Irrigation Shut Off Valve
3. Main Water Shut Off Valve
4. Water Meter

## Typical Backflow Device



1. PVB Test Cocks
2. Isolation Ball Valve Inlet
3. Isolation Ball Valve Outlet