

Stage	Step #	Instruction	Additional note
Start up Pre-Check & Visual	1	Ensure Valve #1 is Closed	Main Water Tank Valve
Start up Pre-Check & Visual	2	Ensure Valve #2 is Closed	Tank Drain Valve
Start up Pre-Check & Visual	3	Ensure Valve #3 is Closed	System Drain Valve
Start up Pre-Check & Visual	4	Ensure Valve #4 is Open	Pump Inlet Isolation Valve
Start up Pre-Check & Visual	5	Ensure Valve #5 Open	Pump Outlet Isolation Valve
Start up Pre-Check & Visual	6	Ensure Valve #6 Open	System Isolation Valve
Start up Pre-Check & Visual	7	Ensure Valve #7 is Closed	Pressure Tank #1 Isolation Valve
Start up Pre-Check & Visual	8	Ensure Valve #8 is Closed	Pressure Tank #1 Drain Valve
Start up Pre-Check & Visual	9	Ensure Valve #9 is Closed	Pressure Tank #2 Isolation Valve
Start up Pre-Check & Visual	10	Ensure Valve #10 is Closed	Pressure Tank #2 Drain Valve
Start up Pre-Check & Visual	11	Ensure Valve #11 is Closed	Pump Pressure Switch Drain Valve
Start up Pre-Check & Visual	12	Ensure Valve #12 is Closed	Urinal Bank #1 & Janitor Closet Supply Isolation Valve
Start up Pre-Check & Visual	13	Ensure Valve #13 is Closed	Urinal Bank #2 Supply Isolation Valve
Start up Pre-Check & Visual	14	Ensure Valve #14 is Closed	Toilet Bank Isolation Valve
Start up Pre-Check & Visual	15	Ensure Valve #15 is Closed	Hot Water Tank Drain Valve
Start up Pre-Check & Visual	16	Ensure Valve #16 is Open	Hot Water Tank Cold Water Inlet Isolation Valve
Start up Pre-Check & Visual	17	Ensure Valve #17 is Open	Hot Water Tank Hot Water Outlet Isolation Valve
Start up Pre-Check & Visual	18	Ensure Valve #18 is Closed	Mixing Valve Hot Water Supply Isolation Valve
Start up Pre-Check & Visual	19	Ensure Valve #19 is Closed	Water Inlet Isolation Valve
Start up Pre-Check & Visual	20	Ensure Valve #20 is Closed	Mixing Valve Hot Water By-Pass Valve
Start up Pre-Check & Visual	21	Ensure Valve #21 is Closed	Mixing Valve Tempered Water By-Pass Valve
Start up Pre-Check & Visual	22	Ensure Valve #22 is Closed	Urinal Bank #2 Drain Valve

Stage	Step #	Instruction	Additional note
Hot Water Tank & Pressure Tank Anti-Freeze Drain	1	Connect Drain Hose to Valve #8	Direct drain hose to suitable bucket or container
Hot Water Tank & Pressure Tank Anti-Freeze Drain	2	Open Valve #8	Drain Pressure Tank #1 anti-freeze to container
Hot Water Tank & Pressure Tank Anti-Freeze Drain	3	Close Drain Valve #8	Close drain valve once flow of anti-freeze stops
Hot Water Tank & Pressure Tank Anti-Freeze Drain	4	Connect Drain Hose to Valve #10	Direct drain hose to suitable bucket or container
Hot Water Tank & Pressure Tank Anti-Freeze Drain	5	Open Valve #10	Drain Pressure Tank #1 anti-freeze to container
Hot Water Tank & Pressure Tank Anti-Freeze Drain	6	Close Drain Valve #10	Close drain valve once flow of anti-freeze stops
Hot Water Tank & Pressure Tank Anti-Freeze Drain	7	Open Valve #7	
Hot Water Tank & Pressure Tank Anti-Freeze Drain	8	Open Valve #9	
Hot Water Tank & Pressure Tank Anti-Freeze Drain	9	Connect Drain Hose to Valve #15	Direct drain hose to suitable bucket, container or drain
Hot Water Tank & Pressure Tank Anti-Freeze Drain	10	Open Janitor's Sink Hot Water Faucet	
Hot Water Tank & Pressure Tank Anti-Freeze Drain	11	Open Drain Valve #15	
Hot Water Tank & Pressure Tank Anti-Freeze Drain	12	Close Drain Valve #15	Close drain valve once flow of anti-freeze stops
Hot Water Tank & Pressure Tank Anti-Freeze Drain	13	Close Janitor's Sink Hot Water Faucet	
Hot Water Tank & Pressure Tank Anti-Freeze Drain	14	Close Valve #16	
Hot Water Tank & Pressure Tank Anti-Freeze Drain	14	Close Valve #17	
Parital Fill Water Storage Tank	1	Connect water fill equipment to Camlock #1	
Parital Fill Water Storage Tank	2	Open Valve #19	Fill Water Storage Tank to 50% Capacity
Parital Fill Water Storage Tank	3	Close Valve #19	
Prime Pump & Charge Pressure Tanks	1	Open Pump Purge Plug	This allows pump to prime
Prime Pump & Charge Pressure Tanks	2	Open Valve #1	Confirm water coming out of purge plug
Prime Pump & Charge Pressure Tanks	3	Close Pump Purge Plug	
Prime Pump & Charge Pressure Tanks	4	Start pump	Ensure pump stops when pressure gauge reads 70psi

Stage	Step #	Instruction	Additional note
Purge Anti-Freeze from System	1	Open Valve #12	
Purge Anti-Freeze from System	2	Open Janitor's Sink Cold Water Faucet	Run water until clear of anti-freeze
Purge Anti-Freeze from System	3	Close Janitor's Sink Cold Water Faucet	
Purge Anti-Freeze from System	4	Open Valve #17	
Purge Anti-Freeze from System	5	Open Valve #16	
Purge Anti-Freeze from System	6	Open Janitor's Sink Hot Water Faucet	Run water until clear of anti-freeze and hot water tank is full, steady stream with no air from hot water tank
Purge Anti-Freeze from System	7	Close Janitor's Sink Hot Water Faucet	
Purge Anti-Freeze from System	8	Flush each bank #1 urinal until clear of anti-freeze	Confirm function of each urinal
Purge Anti-Freeze from System	9	Open Valve #13	
Purge Anti-Freeze from System	10	Flush each bank #2 urinal until clear of anti-freeze	Confirm function of each urinal
Purge Anti-Freeze from System	11	Open Valve #14	
Purge Anti-Freeze from System	12	Flush each toilet until clear of anti-freeze	Confirm function of each toilet
Purge Anti-Freeze from System	13	Open Valve #18	
Purge Anti-Freeze from System	14	Open Valve #20	
Purge Anti-Freeze from System	15	Run the faucet on 1st Men's Lavatory from right hand side multiple times	Ensure anti-freeze has been replaced with water from valve #20 to 1st elbow
Purge Anti-Freeze from System	16	Close Valve #20	
Purge Anti-Freeze from System	17	Open Valve #21	
Purge Anti-Freeze from System	18	Run all faucets on for men's lavatories	Confirm function, run each faucet until line clear of anti-freeze
Purge Anti-Freeze from System	19	Run women's lavatorie faucet	Confirm function, run faucet until line clear of anti-freeze
Final Fill Water Storage Tank	1	Open Valve #19	Fill Water Storage Tank to 100% Capacity
Final Fill Water Storage Tank	2	Close Valve #19	
Final Fill Water Storage Tank	3	Disconnect water fill equipment from Camlock #1	
Final Fill Water Storage Tank	4	Replace Camlock #1 Cover	
Final Fill Water Storage Tank	5	Close water fill access hatch	
Final Fill Water Storage Tank	6	Turn on Hot Water Heater	
Final Fill Water Storage Tank	7	Turn on Circulation pump	Confirm circulator flow

