

Fall Drain Procedure for Water System

- Waite Park Gardens -

When: Mid-October or just after the first frost

Procedure:

1. At this time, the curb-stop valve will not yet be turned off by the Minneapolis Water Works.
2. Open the water hutch lid fully and insure that it stays open by fastening a short bungie cord or rope to the lid eyebolt, around the lifter post, and back again.
3. Close the 90° ball valve just above ground on the 1.5" vertical supply line.
4. On the outlet end of backflow-preventing (RPZ) valve assembly, open the 90° ball valve. This is the ball valve with the long handle that gardeners use.
5. On the western side of the gardens, remove all garden hoses.
6. Then, open the four faucets farthest westward.
7. On the eastern side of the garden, remove all garden hoses.
8. Then, working from the far east and walking westward, open ALL faucets.
9. Water should drain downhill to the west (over the slight hump near the hutch) and out the far west faucets.
10. All faucets should now be open and all hoses removed. Let the system drain until no more water comes out from the far west faucets. All faucets will be left wide open during winter.
11. Open the 1.5 inch PVC drain valve that is ~20 ft east of the hutch and in a pile of rocks.
12. Loosen both flange nuts on the inlet end of the RPZ valve assembly. Do NOT remove the bolts yet.
13. On the outlet end of the RPZ, close the ball valve, then hold the PVC side of the metal coupling with an 18" pipe wrench and loosen the large coupling nut with a 24" pipe wrench. (Thread may need penetrating oil and tapping on the large wrench with a hammer, if thread was not teflon taped.) Disconnect both completely.
14. Now remove the bolts on the inlet end and remove the RPZ valve assembly. Open the outlet ball valve on the RPZ (long handle) and carefully tip the assembly multiple ways and times to drain all water.
15. Place RPZ assembly in car trunk to bring home and store indoors. When in final storage, cover both the inlet and outlet with 2-ply, aluminum foil caps held on with rubber bands (keeps dirt, insects, and mice out).
16. Phone the Minneapolis Water Works / Meter Department requesting shut-off of our curb-stop valve and meter removal. Our **Service Address** is: 3601 Lincoln St. NE and our **Customer Name** is Waite Park Community Council. Our **Water Account Number** is: 203-1187.300 Their address is: 4300 Marshal St. NE (43rd and East River Road). Their phone is: (612) 661-4951 and ask for Mike. Tell them about padlocks and combinations: Gate ____ / Hutch ____
Give your phone # to receive notice of completion.
17. After the curb-stop valve is closed and the meter removed, open the hutch lid fully and secure with short bungie or rope. Open the 90° ball valve just above ground on the 1.5" vertical supply line. [Optional step if curb-stop valve shut-off isn't drip free: To prevent ice damage to the horizontal plumbing, remove it at the coupling to the vertical supply line. Use wrench back-up on the vertical line.]
18. Inside the hutch in the left front corner is a 3/4" line used for compressed air blow-out. Make sure that its 90° ball valve is turned off. Remove the gauged, quick connect fitting and connect up the compressed air line. Have an assistant hold a shovel from the shed over the 1.5" line opening, where it connected to the water meter. Water will come blasting out here and the shovel will deflect it to the ground (not on you). Now, open the ball valve and let it blast until the water stops coming out. Do this a couple of times.
19. Remove the 1.5" pipe plug from the top of the vertical supply line (use wrench back-up). Use a 12 ft piece of plastic tubing (.500 od x .312 id) and a transfer pump to check for 6 ft min depth below ground level with no water. Leave both ball valves open and cover the two pipe openings and one quick connect fitting with 2-ply, aluminum foil caps held on with rubber bands.
20. Bring home, store indoors, and keep clean the RPZ valve assembly and (if removed) the horizontal line. Cover all open ends with 2-ply, aluminum foil caps held on with rubber bands.
21. Remove the 26# counterweight, leave the 2 lb, to reduce strain over the winter. Store the 26# above ground in the hutch. Lock-up the hutch.