

Dry Heat (Forced Air) Winterization Steps

1) Flush/Clean all toilets and thoroughly drain water from the bowl and tank. *(Toilets should be cleaned & drained prior to pouring the antifreeze.)*

2) Utilities should be turned off. *(See Memo 1125 for the importance of shutting off circuit breakers to protect the system while the property is winterized.)*

A) Gas:

I. P&P Properties

(1) Should be shut off at the meter, furnace and hot water tank

(a) If heat is powered by gas and needs to be maintained because of a shared dwelling; only shut off gas to hot water tank.

II. REO Properties

(1) If heat powered by electricity; then the gas should be shut off at the meter, furnace and hot water tank.

(2) If heat is powered by gas; then the gas should only be shut off at the hot water tank.

B) **Water:** Turn off the main interior water supply.

I. Disconnect the water meter and leave inside the property. *(follow applicable city/county ordinances)*

II. Main water line should be capped on the valve side.

III. Zip Tie the main shut off valve in the "Off" position

C) **Electric:**

I. P&P properties

(1) Shut off all breakers to protect the systems. *(Except Sump Pump)*

(a) If heat is powered by electricity and needs to be maintained because of a shared dwelling; leave furnace breaker "ON"

(2) If a Sump Pump is present, the breaker should always remain ON.

(b) Test the sump pump for operability. *(If utilities are off at the property, use a portable generator.)*

(3) If a Well Pump is present,

(a) Test the power to the junction box.

(b) Disconnect power by Unplugging, Switch off and/or Separate the wires at the junction box so there is no power to the well pump.

(c) Close the main water feed line valve

(d) Pumps w/threaded connection; separate the pump from the supply and install a cap or plug.

(e) All wires should be capped for safety.

(f) Soldered connects should not be altered.

(g) Drain the storage tank and pump by removing drain plugs and opening valve. Use compressed air to ensure all water has been removed.

(h) Place winterization notices on the pump.

(i) Shut off all breakers to protect the systems. *(Except Sump Pump)*

II. REO properties

(1) If electricity is on or the broker is maintaining utilities,

(a) Turn breaker to hot water tank "OFF"

(b) All other breakers should remain "ON" except if there is a well. Well pump breakers need to remain off.

- (c) Set the thermostat to 55° degrees (*or according to client parameters*).
- (2) If a Sump Pump is present, the breaker should always remain ON.
 - (b) Test the sump pump for operability. (*If utilities are off at the property, use a portable generator.*)
- (3) If a Well Pump is present,
 - (a) Test the power to the junction box.
 - (b) Turn breaker for well pump to “OFF position.
 - (c) Disconnect power by Unplugging, Switch off and/or Separate the wires at the junction box so there is no power to the well pump.
 - (d) Close the main water feed line valve
 - (e) Pumps w/threaded connection; separate the pump from the supply and install a cap or plug.
 - (f) All wires should be capped for safety.
 - (g) Soldered connects should not be altered.
 - (h) Drain the storage tank and pump by removing drain plugs and opening valve. Use compressed air to ensure all water has been removed.
 - (i) Place winterization notices on the pump.
 - (j) If electricity is on or broker maintaining utilities all remaining breakers should remain ON and set the thermostat to 55° degrees (*or according to client parameters*).

3) Remove all water from the domestic system. This requires draining the water from all lines, aka gravity drain. (*Hot water tank, wells, toilets, etc.*).

- A) Drain Hot Water Tanks, Wells, Water Softeners, etc.
- B) All interior/exterior lines (*faucets and valves*) should be opened to start the gravity drain process.
 - I. Includes lines providing water to refrigerator ice makers/water filtration systems, sink sprayers, etc.
 - II. Includes outside/exterior water supplies/spigots.
- C) Monitor the process to make sure the water is draining in a fashion that does not cause damage to the property.

4) Clear the system (blow out) of any remaining water from the lines and check for system integrity.

- A) Use an air compressor (*minimum 5 gallon compressor, 8-gallon recommended*) and a pressure test kit to ensure a tight seal to the domestic water system. (*This will allow more air to be forced through the system to remove remaining water from the lines.*)
 - I. Verify that the remaining water and/or air is forced out of the lines; all lines (faucets/valves) both interior and exterior need to be checked.
 - II. Also, this is an indicator that the lines are not frozen.
 - III. All lines should be monitored throughout the process.
 - IV. After all valves have been verified as cleared; all lines (faucets/valves) interior and exterior should be closed.
 - I. This readies the system for the pressure test.
 - VI. Vendors need to be alert to the condition of the property; frozen pipes could provide a false reading during the pressure test.

5) Pressure test the system for leaks. (*Memo 1922*)

- A) All lines should be closed.
- B) The system should hold pressure for 60 psi for a minimum of 15 minutes.
- C) An in-line pressure gauge with a minimum of 100 PSI readout is needed
- D) Should a pressure test fail:

I. Follow work order instructions under Emergency Allowable or Allowable for Plumbing Repairs.

- (1) If Client allowable allows for plumbing repairs:
 - (a) Ensure repairs can be completed within the allowable to pass pressure test.
 - (b) If allowable is not sufficient to complete repairs:
 - (i.) If instructions advise to call from site then contact Vendor Contact Center.
 - (ii.) If instructions advise to bid then submit bid to make repairs.
- (2) If allowable does not allow for plumbing repairs then submit bid.

6) Pour **non-toxic** anti-freeze “Ethylene glycol” (*usually pink*) in all toilets and traps (*sinks, bathtubs, dishwashers, etc*).

7) Place toilet wrap over every winterized toilet bowl. (*Memo 1240*)

8) Affix orange winterization stickers to all items winterized and the yellow/green utilities sticker on the electric main panel/breaker box. (*see Memo 1149*)

A) Information included on the sticker should include the date of the winterization and the name/address/phone number of the vendor that performed the work

B) Please note that winterization stickers should not be placed on the front door.