



# Winter Shut Down

What needs to be done when closing the cabin in cold weather

Following these steps will help insure that the cabin will be ready for the next group that is there.

## Baseboard Heaters

Make sure all baseboard heaters are turned off - with 2 exceptions.

The baseboard heater in the bathroom should be set at 2

The baseboard heater in the basement should be set at 2

To turn the heaters off, turn the dial all the way counter clockwise.

Note: To heat the cabin in the winter is about \$600/month and it makes no sense to do it when nobody is there.

## Water Shutdown

The water system must be shut down and drained in order to prevent the pipes and the pump from freezing and breaking. Here's how to do it.

- Shut off the water pump. The switch is on the wall behind the pump.
- Turn off power to the hot water tank by switching off the fuse in the fuse box.
- Detach the silver hoses from the washing machine and direct them into the sump.
- open the taps that the hoses are connected to. Water will begin to drain into the sump.
- Go upstairs and open all the taps and flush the toilet.
- Turn off the water to the dishwasher. The valve is under the kitchen sink and is well marked.
- If you installed the dishwasher solenoid when you arrived, or if it was installed when you got there, now is the time to remove it and put it in the bathroom near the heater.
- Pour some anti-freeze down all drains, in the toilet and toilet tank, as well as into the bottom of the dishwasher.

## Before You Leave

- Make sure that the place is cleaner when you leave than when you arrived
- Make sure all tools are put away and the outbuildings and basement are locked
- Close curtains and lock the sliding door.
- Be sure to take **ALL** your remaining food, garbage, and recyclables with you
- Lock the door and return the key.