

How To Guide ••• Dry Winterization

* The information contained herein serves only as suggested guidelines. Vendors are expected to perform all work according to the specific information in the work item, applicable laws and regulations, and in accordance with industry standards.

Overview

The dry winterization process must include a thorough and complete draining of all plumbing and heating systems unless otherwise directed by local municipalities. It also includes performing an industry standard pressure test.

Dry Winterization Process

- 1 Close the water valve at the meter that should be located near the street and close the main water supply valve inside the house that should be next to the Pressure Reducing Valve. Install a winterization notice at the valve. (If the property is a condominium or townhouse, do not close the water valve at the meter).

Water valve located at the meter



- 2 Turn off power to water heater at the electric service panel and close the gas supply valve, if applicable.

- 3 Attach a hose to the water heater and open the valve first, then open all faucet valves in the house except for the washing machine cold water supply valve to ventilate the plumbing system and allow the property to gravity drain.

Provide photos of the water draining from the water heater



- 4 Open the valves, drain and flush the water from all exterior hose bibs, well system pressure tanks, expansion tanks, water softeners, filters, appliances and water treatment systems.

- 5 Attach the air compressor hose to the hot water side of the washing machine water supply lines.

Dry Winterization

Dry Winterization Process (Continued)

6

Blow out the remaining water in the plumbing system by turning on the air compressor. A photo of the compressor with the line attached to the plumbing system is required.

7

Close all valves and perform an industry standard pressure test by injecting 35 to 60 psi into the hot water side of the washing machine water supply lines. The pressure must hold for five minutes to pass. All leaks or damages must be reported.

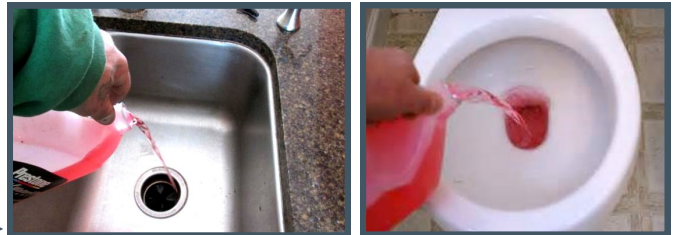
- Vendors are required to provide an up-close, legible photo showing the pressure gauge reading.



8

Add non-toxic propylene glycol antifreeze to all drains and toilet traps.

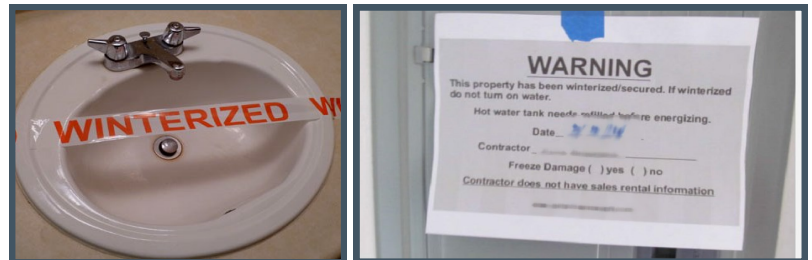
Provide "After" photos of the antifreeze.



9

Post winterization notices at all sinks, toilets, water heaters and electric service panel as well as the front door.

Provide photographs of all posted notices.



10

If a well system is present, drain the water and dry off all pump parts. If the pump is submerged, then no special precautions are necessary.



Photo Requirements

Standard Required Photos

- **Address Verification:** (Front view, property number & intersection street sign)
- **Water Meter:** Shut off valve
- **Interior Water Valve:** Shut off valve
- **Hot Water Heater Breaker:** Shut off breaker
- **Hot Water Heater:** Draining tank
- **Heating System:** Photo of type of heating system
- **Anti Freeze:** Photo of solution being added (toilets, sink, dishwasher, drains, etc.)
- **Winterization Notices:** Photo of each notice posted (a notice should be posted at each "touch point" of the winterization: where anti-freeze is added, valves, electric panel, toilets, front door, hot water heater, appliances, sump pump, well pump, boiler, radiator, heating coil system, etc.)
- **Additional Units:** Replicate photo requirements of primary unit
- **Damaged or Missing Pipes:** Photos of any damaged or missing pipes
- **Air Compressor:** Photo of compressor hose attached to plumbing line
- **Pressure Gauge:** Up-close and legible photo showing the pressure reading
- **Minimum Photos Required: 25**
- **Maximum Photos Allowed: 75**

This is a printable winterization notice that, if used, should be printed on brightly colored paper to draw the attention of the reader.

WARNING

**This property has been winterized.
Do not turn on water!**

**Plumbing system may have non-toxic propylene glycol anti-freeze in it to
prevent freezing of water in traps and toilets.**

Date _____

Contractor _____

Hot water tank must be refilled before energizing power to the unit.

**When de-winterizing, flush all systems thoroughly to ensure anti-freeze
solution is removed from plumbing.**