

Fleetwood Winterizing Checklist

Reminders:

1. The Winterizing process is required any time a condo is vacant over 14 days occurring between December 1st and March 15th. Note: Someone periodically “checking the unit” does not eliminate this requirement.
2. Winter (in November) conditioning of the outside (garden) faucets in the front and back of the condo is a requirement of ALL units, regardless of occupancy.

Caution:

The winterization processes are critical and must be done properly. Therefore, it must be done by one of the following:

1. A professional company, such as a plumbing contractor, who follows each of the below outlined steps.
2. A designated Fleetwood worker or contractor, at the owner’s expense.
3. An individual (owner, friend, or neighbor) who understands the underlying concepts and methodology of the following steps, and is willing to methodically follow each of these steps.

Step	Detail	Completed
Beginning step	Turn off main water supply to the condo. This is a valve usually located near where the water supply enters the condo in the basement. Now start at the room with the highest (elevation) faucet in the condo.	
All Bathrooms	<ul style="list-style-type: none"> • Open and leave open all faucets (sinks, tub, shower, etc.). For faucet styles having a single handle mixer, place the handle in the center (warm) position. • Once water has stopped running pour one (1) cup of non-toxic, RV antifreeze into all drains (sinks, tub, shower, etc.). • The toilet shutoff valve (close to the toilet base) does not need to be shut off. Flush the toilet to empty the tank. Once the tank has drained, pour two (2) cups of non-toxic, RV antifreeze into the water which is remaining in the bowl. • Leave doors under the sink open for heat circulation. 	
Kitchens	<ul style="list-style-type: none"> • Open all faucets. For faucet styles having a single handle mixer, place the handle in the center (warm) position. • Once water has stopped running pour one (1) cup of non-toxic, RV antifreeze into all drains, including the dishwasher. • Leave doors under the sink and the dishwasher door open for heat circulation. 	
Laundry Room	<ul style="list-style-type: none"> • Leave hot and cold faucets to washer open. (They will usually already be open.) • Pour one (1) cup of non-toxic, RV antifreeze into washer tub. 	
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Wet bars (if any)	<ul style="list-style-type: none"> • Open all faucets. For faucet styles having a single handle mixer, place the handle in the center (warm) position. • Once water has stopped running pour one (1) cup of non-toxic, RV antifreeze into all drains. • Leave doors under the sink open for heat circulation. 	
Outside Faucets	<ul style="list-style-type: none"> • If vacating <u>after</u> November (when outside faucets must be disabled/shutdown) nothing extra will need to be done here. • If vacating <u>before</u> November remove all attached accessories (hoses, splitters, timers, etc.) from the outside faucet bib. Open the outside faucet and leave it opened. 	
Inspection	<ul style="list-style-type: none"> • All faucets should be checked for any dripping. If dripping is occurring then the main shutoff valve is in need of attention. 	
Water heaters	<ul style="list-style-type: none"> • Water heaters located in basements should be set to the lowest setting (sometimes labeled vacation mode). Water heaters not in basements should follow the specific manufacturer's recommendations for unattended mode. 	
Thermostats	<ul style="list-style-type: none"> • Set to 50-55 degrees. 	
Winter Watchman	<ul style="list-style-type: none"> • Connect a lamp (turned on) to your Winter Watchman. Place the lamp in a front window with the blind/curtain open. • Set the Winter Watchman to 35 degrees and plug it in to an outlet on an interior wall. (Exterior walls, exposed to the outside, can get too cold and result in false alarms of the Winter Watchman.) If needed, contact the Emergency Coordinator to obtain a Winter Watchman. 	
Windows	<ul style="list-style-type: none"> • Make sure all windows are closed and latched. 	
Doors	<ul style="list-style-type: none"> • Leave all interior doors, including closets, open for heat circulation 	
Departure Notice	<ul style="list-style-type: none"> • Don't forget to submit an online Departure Notice. 	

Fleetwood Re-opening Checklist

Caution:

The re-opening process is critical and must be done properly. Therefore, it must be done by one of the following:

1. A professional company, such as a plumbing contractor, who follows each of the below outlined steps.
2. A designated Fleetwood worker or contractor, at the owner's expense.
3. An individual (owner, friend, or neighbor) who understands the underlying concepts and methodology of the following steps, and is willing to methodically follow each of these steps.

Re-opening is, generally, a two-person process. Total quiet is essential so the person at the main water valve can hear the person upstairs in the unit itself. Each person having a cell phone is another method that is effective. The reason for the need for quick communication is that you can usually hear leaks, before you see them.

Step	Detail	Completed
Beginning step	Close all open faucets. This includes: all bathrooms (tubs, showers and sinks), kitchen, wet bars, etc.	
Open main water valve	<ul style="list-style-type: none"> • The person by the main water valve (usually in the basement) should fully open it to start water flowing into the condo's plumbing system. 	
Listen	<ul style="list-style-type: none"> • Both persons (basement and in the condo) should listen carefully for running water. • Initially, there will be sounds as the system (pipes, toilet tanks, etc.) refills itself. • However, if there are sounds of flowing water hitting floors or walls, the main water valve should immediately be closed. <p>Further, if sounds of flowing water remain after 4-5 minutes, the main valve should be closed immediately. Any pooled water should be vacuumed up with a wet-vac ASAP.</p>	
Check	<ul style="list-style-type: none"> • Check under each sink, faucet, etc. for visual signs (or sounds) of flowing or dripping water. 	
Water Heater	<ul style="list-style-type: none"> • Set the temperature setting of the water heater up to the desired temperature. 	
Thermostat	<ul style="list-style-type: none"> • Set the heating/cooling system thermostat at the desired temperature. 	
Outside Faucets	<ul style="list-style-type: none"> • If it is not still winter the outside faucets can now be enabled. • Close (turn off) the outside bib faucet. • Open the associated shut off valve. • Listen and look for running or dripping water. 	
Winter Watchman	<ul style="list-style-type: none"> • Disconnect and remove the Winter Watchman. (Hint: store it in a place where you will be able to find it the next time you need it.) 	

Fleetwood Outside Faucet Winterization

Caution:

Outside faucets are subject to freezing even when a condo is occupied. Therefore, in November all outside faucets that are protruding from a building wall must be disabled/shutdown. This does not apply to free standing, freeze-proof garden faucets that are not attached to the building. The designated steps below must be done by one of the following:

1. A professional company, such as a plumbing contractor, who follows each of the below outlined steps.
2. A designated Fleetwood worker or contractor, at the owner's expense.
3. An individual (owner, friend, or neighbor) who understands the underlying concepts and methodology of the following steps, and is willing to methodically follow each of these steps.

Step	Detail	Completed
Beginning step	Locate and close all of the outside faucet shutoff valves. These are usually found in hard to reach locations in the ceilings of the basements.	
Accessory Removal	Remove all items attached to the outside faucet bibs (hoses, splitters, timers, etc.).	
Drain pipe	Open the outside faucet itself. This should allow for the interior pipe to drain.	
Leave Faucet Open	During shutdown leave the outside faucet open.	
Inspection	After 10 minutes there should be no more dripping from the faucet. If there is, the shutoff valve is in need of attention.	
Outside Faucet Covers	There is no need for insulation covers on the outside faucets.	

NOTE: When winterizing the outside faucets separate from doing the whole condo (in November) the water in the piping between the shutoff valve and the outside spigot may not completely drain. To insure complete drainage an opening to let in air near the shutoff valve will need to be done. This differs on various valves. The shutoff valve itself may have such a relief function. If you have questions, contact the Fleetwood building chairman.