



DRAIN DOWN PROCEDURE

1. Switch off underground Toby with water key.
2. Check at sink that no water flowing from cold tap.
3. Switch off immersion heaters and electric showers.
4. Open all taps to sinks, basins and baths.
5. Open shower valves (manual mixer types).
6. Unhook shower head from rail and lay into tray.
7. Flush toilets.
8. Open drain downs taps under floor.

Ensure that if central heating is fitted to your lodge, that you do not open heating drains.

Only open domestic hot and cold.

Check with Island Leisure Ltd if unsure.

9. If a hot water cylinder is fitted to lodge, this should also be drained by drain down running through floor or by connection of hose to outside.
10. Switch panel heaters to frost setting and leave all cupboard doors and room doors open and leaving the towel rail on is a good way of keeping background heat in the lodge.

If gas central heating is fitted, it is possible to leave towel rails on and other valves at the frost setting and boiler time clock set for short run time each night to retain background heat in Lodge.

11. Pour anti-freeze into toilet pans.
12. If heat trace is fitted, use ON when occupied and OFF if drained down. Even when heat trace is fitted, we would advise draining and or Toby off in absence.

As systems vary from lodge to lodge, please contact our Office to get the best procedure for draining down. Telephone: 01738 583024.