



## PLUMBING SYSTEM COLD OPERATING PROCEDURES

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It freezes hard at Tilden Park in the winter and our outside plumbing system must be shutdown. The detailed procedures to turn on the systems are summarized below. To turn the system off, reverse the shutdown activation procedure. Make sure that all drains and valves are closed when the system is turned on. If you turn any part of the system on during the winter, it is **YOUR** responsibility to turn it off and drain correctly before leaving. The system has five separate subsystems. Refer to the attached drawing.

### Subsystem 1 - Clubhouse

The clubhouse has its own water shutoff located just inside the outside utility cabinet door. We do not normally shut off the inside water for the clubhouse, but if it is off this is where it can be turned on. The only exterior plumbing at the clubhouse is the sink out by the woodshed. Use the following procedure to activate the sink:

1. Shut drain valves
2. Open the valves where the hot and cold water exit the building.
3. Turn off the faucets if open.
4. When shutting back down, close the valves to the building and open the drains.

### Subsystem 2 – Yard Area

The yard area controls are located in a subsurface box alongside the main line west of the Shattuck barn. This set of controls has been modified and simplified recently. Refer to the schematic on the drawing. Use the following procedure to activate the system:

1. Close the drain valve
2. Open the main shutoff in this box
3. Check for open hose bibs on the east bank (X on the drawing) and in the yard (Y on the drawing) and shut off if required
4. When shutting back down, close the main shutoff and open the drain. Leave the drain open.

### Subsystem 3 – Ground Track Steaming Bays

The controls are located under the fourth bay as shown. Use the following procedure to activate the system:

1. Close the drain valve

2. Open the shut-off
3. Close any open hose bibs
4. When shutting down, close the shutoff and open the drain.

#### Subsystem 4 – High Track Steaming Bays, Station, and West Bank

The controls for these areas are located in a subsurface box west of the high track steaming bays. Refer to the schematic on the drawing. Use the following procedure to activate individual systems as required:

1. Check that all drains are closed (note, if you forget to do this the box will fill with water and **YOU** will have to reach into cold winter water and feel around to shut off the valve). Note that the west bank line runs past the tool shed and has a drain near the far end labeled “Drain 1”. **DO NOT FORGET TO CLOSE THIS VALVE.**
2. Open the local shutoff labeled “A” on the drawing. Do not touch the master shutoff as that will shut off the water to the clubhouse, the ground track steaming bays and Redwood Valley Railway.
3. Open the valve controlling the area of interest. The valves are labeled on the drawing and have brass tags on the valves themselves.
4. Check for open hose bibs.
5. When shutting down the system, close the local shutoff valve “A” and the subsystem shutoff, open the drain associated with that valve. If you activate the west bank, do not forget to open “Drain 1”.

#### Subsystem 5 – Extreme End of West Loop (Diamondback Mine and Bear Valley)

1. Close the drain, labeled “Drain 2” which is located in the valley next to the west end of the trestle as shown on the drawing.
2. Open the shutoff valve. This is located up the path that goes west of the tin storage shed at the end of the loop.
3. Check for open hose bibs.
4. When shutting down the system, close the shutoff valve and open “Drain 2”.