

Milton's Hilton

Instructions on closing, opening and operating the cottage

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I. Water system

A) General procedures closing a "zone"

1. Close hot and cold shut-off valves for the zone (see diagrams)
2. Open all taps, both hot and cold, in the affected zone. This allows the water to drain in step 3. If there are mixer valves in the zone (particularly showers) open the valve in a mid-way position to assure that both hot and cold sides are open. If there is a toilet in the area, flush it.
3. Remove (unscrew) drain caps at bottom of valve and drain water into a bucket or bowl.
4. Replace the caps loosely.
5. Put 1/2 cup of antifreeze in the drain of every sink, tub and shower. For toilets, flush again to be sure tank is empty, then add 1 cup of anti-freeze to the toilet bowl.
6. If there is a fridge with an active ice-maker in the zone, (see diagram) turn off the fridge feed valve (T-valve). Use a good fitting wrench to unscrew the nut and free the little copper pipe. Allow the pipe to drain. Refit the pipe and tighten the nut.

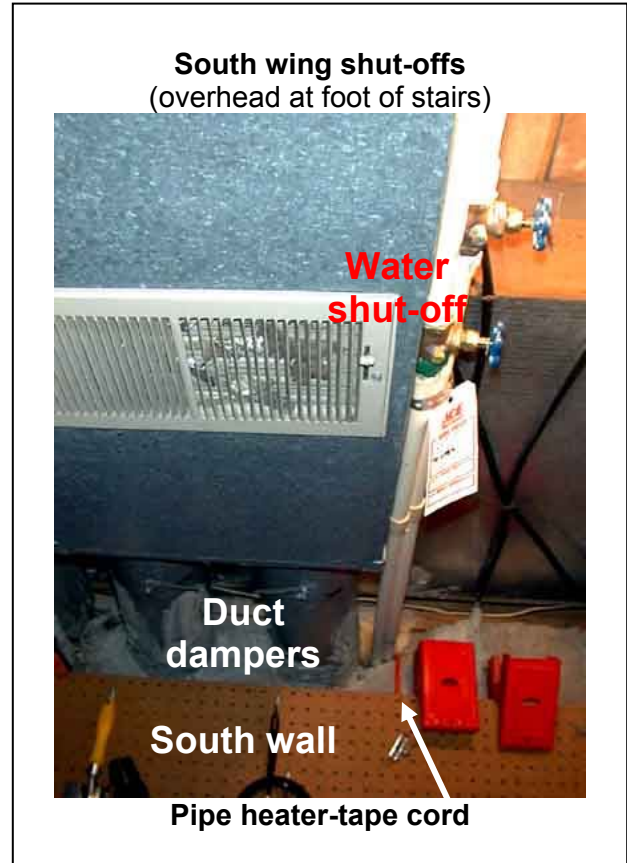
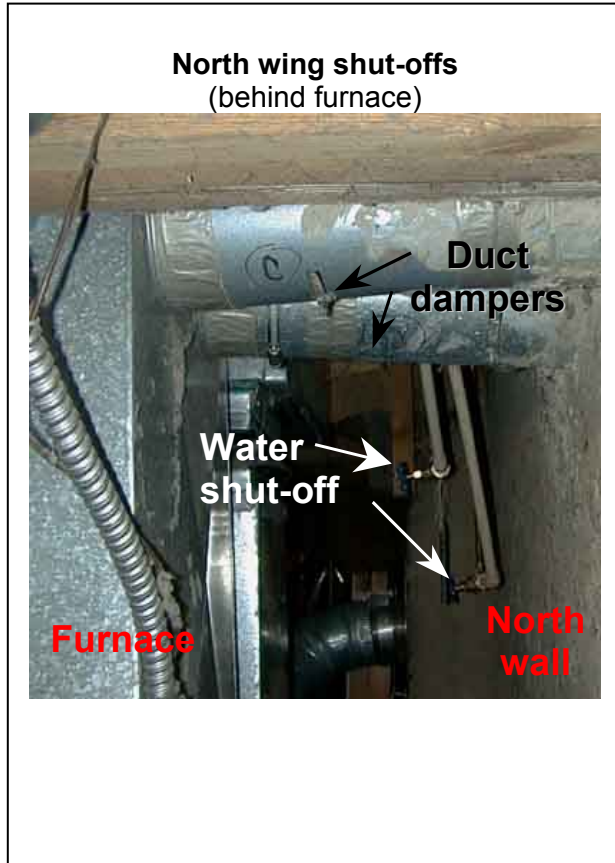


B) General procedures for opening a "zone"

1. Tighten drain caps on both of the shut-off valves.
2. Open the shut-off valves for the zone (see diagrams).
3. Close all of the taps and mixer valves in the zone.
4. **LISTEN!** Once the toilet tanks have filled, there should be no more water running in the house. If water is flowing through the lines you just opened, and the taps are closed, then there is a serious leak somewhere. Close the affected shut-off valve, find the leak and get it fixed.
5. Check the drain caps and adjacent fittings for leaks (drips) and fix these, if they occur.
6. If there is a fridge in the zone, open the T-valve and check for leaks.

C) North wing bed-rooms

1. Do **not** turn on the water in this zone in the winter, even when the zone is heated.
2. Contains two sinks.
3. Shut-off diagrams



D) South wing bedrooms and baths

1. Contains four sinks, one shower, one bidet and one toilet
2. Shut-off diagram
3. Be sure the pipe heater tape is plugged in whenever the zone is in use in winter. Plug is labeled at outlet on south wall of the basement at the foot of the stairs.
4. In winter, turn on the “light” that is under the shower drain whenever the south wing water is on.

E) Basement

1. No shut-off, but add 1/2 cup antifreeze to the laundry tub drain

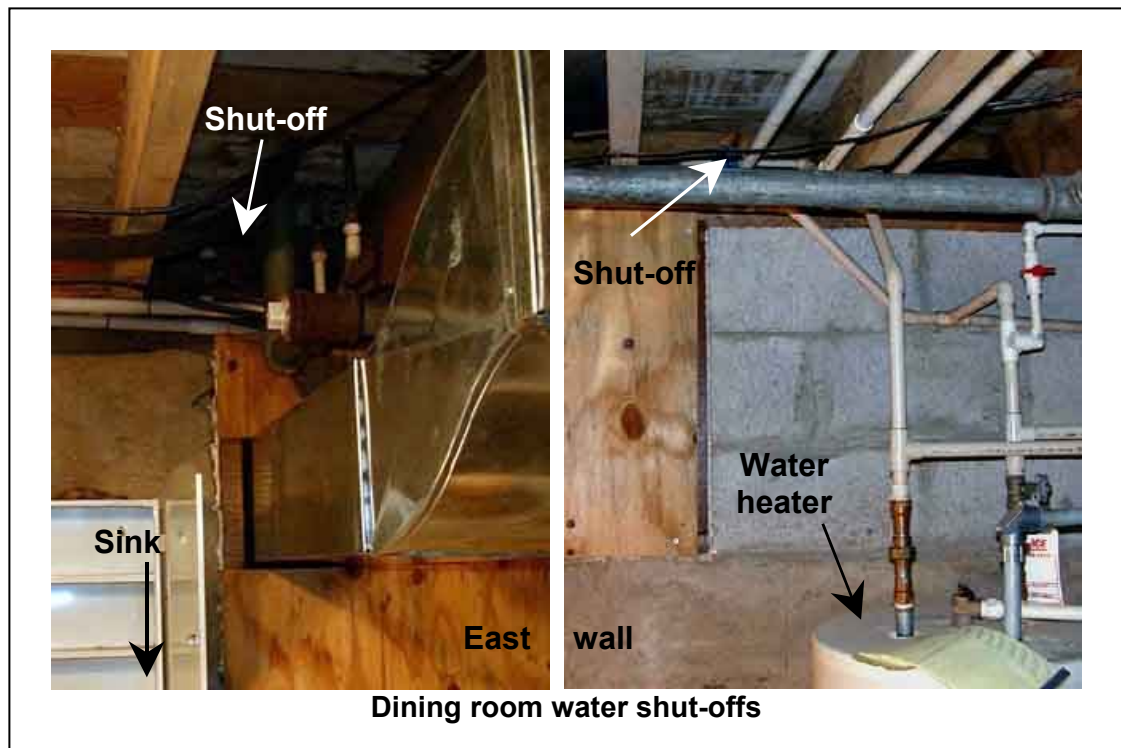
F) Outside

1. Contains one or two water taps
2. Shut-off diagram



G) Dining room shut-off

1. You do **not** need to shut this off, as it is always heated. Valve locations are below.



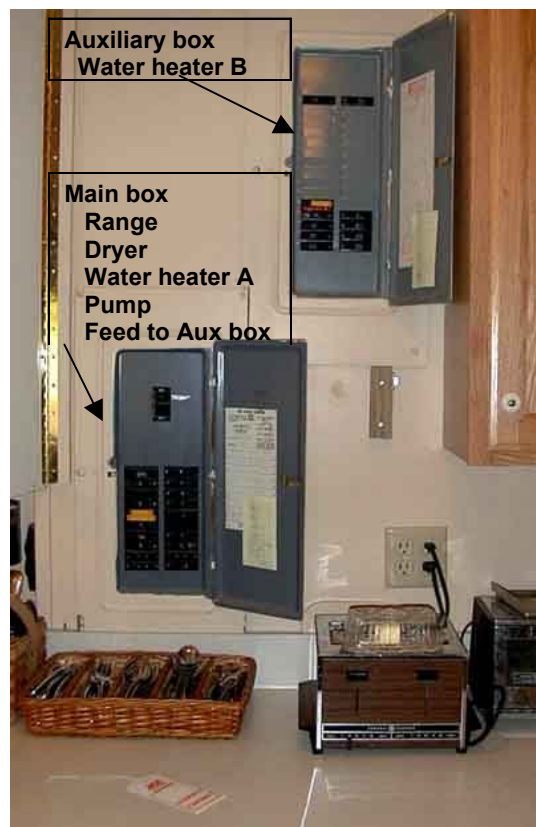
II. Furnace ducts

1. Heating ducts for the north and south wings can be shut-off when leaving in the winter, providing the water is shut-off in those zones.
2. Furnace ducts are turned off with a "damper." The damper valve is closed when the handle is perpendicular to the duct, and open when the handle is parallel to the duct.
3. North wing dampers are on two ducts, one on either side (east and west) of the furnace.
4. South wing dampers are on two ducts at the bottom of the cellar stairs.
5. Dining room dampers should be left open.



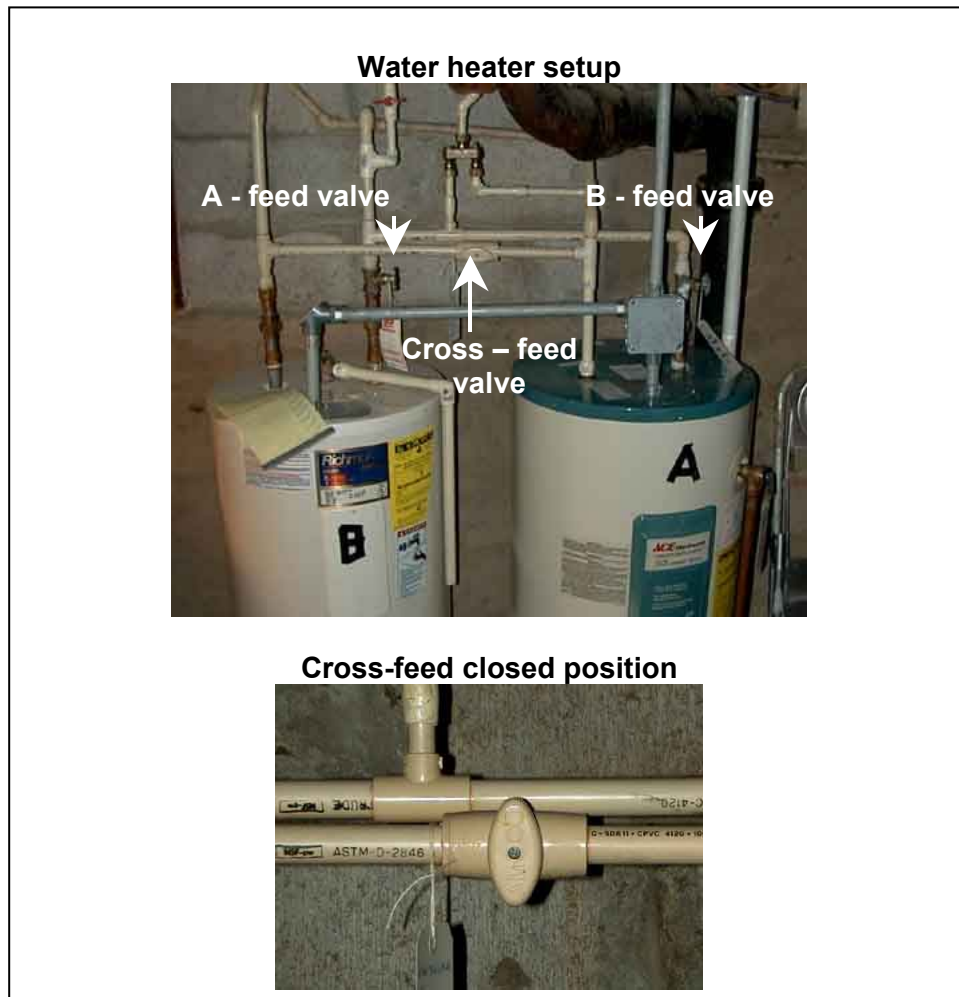
III. Circuit breakers

A) Hidden behind picture in dining room (see below)



IV. Hot water heater controls

1. The cottage has two hot water heaters which feed separate zones to provide adequate service when the occupancy is high. When there are fewer than six folks in the house, however, it saves money to use only one of the two.
2. Each heater has a separate circuit breaker, and its own feed water valve.
3. The heaters are labeled in the basement, as are their circuit breakers, and their feed-water valves (above the heater on the right-hand pipe that enters the heater. Tags on the heaters also tell what faucets are in each zone.
4. Before turning on a heater's electricity, be sure its feed-water valve is open, and vice-versa.
5. There is also a cross-feed valve between the two heaters. This valve allows either heater to feed both zones, or lets them be isolated. This valve has two positions. Vertical (perpendicular to the pipe) prevents cross-feeding, and horizontal (parallel to the pipe) provides cross-feed. If one of the heaters is shut off, and the cross-feed is also shut off, there will be no hot water pressure in the zone normally served by the heater that is shut-off.



V. Closing upstairs

A) Large bedroom – front

1. Close front windows securely.
2. Close storm sash on side windows (covers screens), secure windows.
3. Close heat register
4. Unplug clocks, lamps, electric blankets
5. Close door

B) Small bedroom - back

1. Close storm sash on side and back windows & secure windows
2. Close heat register
3. Unplug all electric appliances
4. Put 1/2 cup antifreeze in sink drain
5. Close door

C) Bathroom

1. Remove screen, cover with plastic bag and replace, or install storm window.
2. Close heat register
3. Put 1 cup antifreeze in toilet bowl, and 1/2 cup in both sink and tub drains
4. Unplug Bidet seat (Toto)¹
5. Close door

D) Small bedroom – front (south)

1. Close storm sash on side windows and secure windows
2. Close heat register
3. Hang emergency signal light on curtain rod over south window. Set it to 38°. Plug it in. Test light by depressing red button – the light should come on.
4. Put door stop under the door to this room. It **must remain open.**

E) Stairway and stair landing

1. Close all storm sashes and secure windows.

¹ **Warning:** The bidet (Toto) seat has water in its tank. There is a drain under the right side of the tank, **but** the water system needs to be off and drained before the tank drain is used. Therefore, do nothing about the tank water, at this time (9/2002).

VI. Closing downstairs

A) *South wing – dormitory, bedroom and baths*

1. Shut-off water and drain system per water instructions.
2. Add antifreeze per water shut-off instructions.
3. Shut-off heating ducts to this wing
4. Remove all liquids to main part of house.
5. Secure all windows.
6. Unplug all electrical appliances
7. Install storm glass in screen door of bedroom.
8. Lock outside door in bedroom
9. Put D-con in foyer between bedrooms
10. Close doors to living room and stuff foam under door (?)

B) *Living room*

1. Secure windows
2. Put glass panel in screen/storm door and lock front door.
3. Unplug electrical appliances
4. Install fire-place cover.

C) *North wing – two bedrooms*

1. Shut-off water and drain system per water instructions.
2. Add antifreeze per water shut-off instructions.
3. Shut-off heating ducts to this wing
4. Remove all liquids to main part of house.
5. Secure all windows.
6. Unplug all electrical appliances
7. Put D-con in foyer between bedrooms
8. Close doors to living room and stuff foam under door (?)

D) Dining room

1. Secure windows and north door
2. Unplug all appliances, especially the heater
3. Empty refrigerator, unplug it, and prop both fridge doors open.
4. Put 1/2 cup antifreeze in sink drain
5. Put tray of D-con near piano

E) Kitchen

1. Throw away perishables from fridge. (mayo, catsup, jelly, etc. may stay.)
2. Put 1/2 cup antifreeze in sink drain
3. Put tray of D-con near sink, and another near door to living room.

F) Bathroom

1. Put down tray of D-con
2. Add 1/2 cup antifreeze to sink and tub drains, and one cup in toilet bowl.

VII. Final steps

A) Circuit breaker boxes (behind picture in dining room)

1. Turn OFF breaker for both water heaters (one in each circuit breaker box)
2. Turn OFF breaker for stove
3. Turn OFF breaker for dryer
4. Turn OFF breaker for water pump.

B) At thermostat

1. Turn the thermostat up momentarily to be sure furnace is functioning
2. Then, set thermostat to 45°

C) Go towards back door, closing each door you pass through

D) Leave and be sure back door is locked

‘Bye ‘til next visit!

VIII. Outdoor storage and access to crawl spaces

A) Access to crawl spaces

1. In summer of 2002, we improved the closure of the crawl spaces under the North and South wings, in an effort to permanently shut-down the skunk hotel. This involved blocking all access using either lattice, "rodent-proof" mesh or composition board (west side of north wing).
2. Crawl space access was left at the north-east corner (east side) of the North wing; the east side of the south wing (adjacent to house) and the south side of the south wing (sled storage). These are shown in the pictures below:

North-east,
north wing >>>

North-east,
South wing
V V V V



South-west,
South wing
V V V V



3. **Opening the crawl spaces:** The lattice at the access points is attached to a bolt using a nylon wing-nut. (Examples, inside red circles above). To open, simply undo the nut and remove the panel.
4. **Closing crawl-spaces:** This is a little trickier. The lattice will need to be pushed an inch or two into the ground in order for the bolts to align. **Also**, the bolts are loose. Therefore you may need to reach though the lattice and press the bolt outward while installing the lattices and the retaining wing-nuts.

B) Storage spaces

1. Sleds and similar stuff are under the south-west side of the South Wing, as always.
2. Spare lumber: The excess lumber which was previously piled willy-nilly north of the house is now stored under the North Wing, raised off the ground to keep it cleaner. The following is an **incomplete** inventory. All lumber has its length written on the end to identify the piece you want. Inventory:
 - a) Two sections of Vinyl house siding and assorted extrusions therefore
 - b) 15 shingle sections for roof
 - c) Quarter-round and various cove (base) mouldings
 - d) 1x2 four pieces – 12 feet each
 - e) 2x4 – lengths from 24" to 12 feet (including one red-wood at about 10 feet)
 - f) 2x6 – one a little under six feet
 - g) 2x10 – two at 10 feet
 - h) 4x4 – Various from 4 to 5-1/2 feet
 - i) 1-1/2" diameter aluminum sail-fish boom, 13' long (somewhat bent)
 - j) Two Nesin-fabricated truck carrier structures, disassembled, with screws attached