

40'x11' Office with Self-Contained Washroom Trailer

Winterization Procedure Must be Completed by a Licensed Plumber.

Failure to properly winterize unit can result in thousands of dollars in damage.

For a video tutorial, visit our official Youtube channel: https://www.youtube.com/watch?v=R7Q_1H4-ZqI

Water System Winterizing Instructions

Self-Contained System

Note: All drain valves (#2, 6, 10, 15, 16, 17, 18, 19) should be OPEN to drain the trailer, then CLOSED prior to winterizing the unit.

All ball valves **NOT** charged with antifreeze need to be in the half **OPEN** position once winterizing is complete. If valve is fully **CLOSED** to hold pressure, **OPEN** and **CLOSE** that valve twice to allow any trapped water to be displaced. Failure to do so may cause damage to the valve and it will need to be replaced. To winterize, you will need about 30 gallons of antifreeze.

- Turn off the hot water heater (HWH) electrical disconnect and drain the HWH (**OPEN** valve #10) and **CLOSE** the valves feeding the HWH (valves #11, 12) so no antifreeze will be pumped into the HWH.
- **OPEN** valve #13 at the top of the HWH to cross feed antifreeze from the cold water line to the hot water line downstream of the HWH.
- **OPEN** valve #2 at the bottom of the 400 gal water tank to drain it.
- **CLOSE** the valve feeding the toilet, then flush the toilet to remove the water in the bowl and tank.
- There is a 5-foot-long x 1 ¼" clear hose near the water pump (valve #14) that is used to pump plumber's antifreeze through the cold and hot water lines. Insert the end of this clear hose into a pail of antifreeze and **OPEN** valve #14 so that the water pump draws from the pail. Keep adding antifreeze to the pail as required.
- With the hot and cold water lines charged with plumber's antifreeze, run the washroom sink and kitchen sink hot and cold water taps until antifreeze comes out. Run enough to fill the sink P-traps with antifreeze.
- Sponge out or use a shop vac to clear any water out of the toilet bowl and tank. **OPEN** the valve of the toilet just enough to allow the antifreeze into the toilet tank and bowl. Allow the tank to fill with antifreeze before closing the toilet valve. Once the tank is full, flush the toilet to remove any remaining water.
- Have the 400 gal sewage tank drained as per instructions on Page 4.

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Valve Position Guide for Winterizing a Self-Contained System

Note: Red ball valve on the white PVC discharge line coming from the toilet pump needs to be open. The water pump power supply box should be set to power to pump.

- VALVE 1. CLOSED (MAIN SEWER DRAIN)
- VALVE 2. CLOSED (WATER TANK DRAIN)
- VALVE 3. CLOSED (WATER FEED FROM TANK)
- VALVE 4. OPEN (WATER FEED FROM PRESSURE TANK)
- VALVE 5. CLOSED (PRESSURE TANK SHUT OFF)
- VALVE 6. CLOSED (PRESSURE TANK DRAIN)
- VALVE 7. CLOSED (TAP FOR MUNICIPAL)
- VALVE 8. CLOSED (SHUT OFF BETWEEN PUMP + MUNICIPAL)
- VALVE 9. CLOSED (SOLENOID VALVE, WILL OPEN AUTOMATICALLY WHEN USING MUNICIPAL)
- VALVE 10. CLOSED (HWH DRAIN)
- VALVE 11. CLOSED (COLDWATER FEED)
- VALVE 12. CLOSED (HOT WATER FEED)
- VALVE 13. OPEN (BYPASS FOR HOT WATER)
- VALVE 14. OPEN (WINTERIZING)
- VALVE 15. CLOSED (WATER PUMP DRAIN)
- VALVE 16. CLOSED (SINK DRAIN)
- VALVE 17. CLOSED (SINK DRAIN)
- VALVE 18. CLOSED (KITCHEN SINK DRAIN) IF APPLICABLE
- VALVE 19. CLOSED (KITCHEN SINK DRAIN) IF APPLICABLE

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Municipal System

Note: All drain valves (#2, 6, 10, 15, 16, 17, 18, 19) should be OPEN to drain the trailer, then CLOSED prior to winterizing the unit.

All ball valves **NOT** charged with antifreeze need to be in the half **OPEN** position once winterizing is complete. If valve is fully **CLOSED** to hold pressure, **OPEN** and **CLOSE** that valve twice to allow any trapped water to be displaced. Failure to do so may cause damage to the valve and it will need to be replaced. To winterize, you will need about 30 gallons of antifreeze.

- Disconnect external water source from trailer
- Turn off the hot water heater (HWH) electrical disconnect and drain the HWH (**OPEN** valve #10) and **CLOSE** the valves feeding the HWH (valves #11, 12) so no antifreeze will be pumped into the HWH.
- **OPEN** valve #13 at the top of the HWH to cross feed antifreeze from the cold water line to the hot water line downstream of the HWH.
- **OPEN** valve #2 at the bottom of the 400 gal water tank to drain it.
- **CLOSE** the valve feeding the toilet, then flush the toilet to remove the water in the bowl and tank.
- There is a 5-foot-long x 1 ¼" clear hose near the water pump (valve #14) that is used to pump plumber's antifreeze through the cold and hot water lines. Insert the end of this clear hose into a pail of antifreeze and **OPEN** valve #14 so that the water pump draws from the pail. Keep adding antifreeze to the pail as required.
- With the hot and cold water lines charged with plumber's antifreeze, run the washroom sink and kitchen sink hot and cold water taps until antifreeze comes out. Run enough to fill the sink P-traps with antifreeze.
- Sponge out or use a shop vac to clear any water out of the toilet bowl and tank. **OPEN** the valve of the toilet just enough to allow the antifreeze into the toilet tank and bowl. Allow the tank to fill with antifreeze before closing the toilet valve. Once the tank is full, flush the toilet to remove any remaining water.
- Have the 400 gal sewage tank drained as per instructions on Page 4.

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Valve Position Guide for Winterizing a Municipal System

Note: Red ball valve on the white PVC discharge line coming from the toilet pump needs to be open. The water pump power supply box should be set to power to pump. Once the system has been pressurized, the water pump power supply box should be set to municipal so valve #9 is winterized as well.

- VALVE 1. CLOSED (MAIN SEWER DRAIN)
- VALVE 2. CLOSED (WATER TANK DRAIN)
- VALVE 3. CLOSED (WATER FEED FROM TANK)
- VALVE 4. OPEN (WATER FEED FROM PRESSURE TANK)
- VALVE 5. CLOSED (PRESSURE TANK SHUT OFF)
- VALVE 6. CLOSED (PRESSURE TANK DRAIN)
- VALVE 7. CLOSED (TAP FOR MUNICIPAL)
- VALVE 8. OPEN (SHUT OFF BETWEEN PUMP + MUNICIPAL)
- VALVE 9. CLOSED (SOLENOID VALVE, WILL OPEN AUTOMATICALLY WHEN USING MUNICIPAL)
- VALVE 10. CLOSED (HWH DRAIN)
- VALVE 11. CLOSED (COLDWATER FEED)
- VALVE 12. CLOSED (HOT WATER FEED)
- VALVE 13. OPEN (BYPASS FOR HOT WATER)
- VALVE 14. OPEN (WINTERIZING)
- VALVE 15. CLOSED (WATER PUMP DRAIN)
- VALVE 16. CLOSED (SINK DRAIN)
- VALVE 17. CLOSED (SINK DRAIN)
- VALVE 18. CLOSED (KITCHEN SINK DRAIN) IF APPLICABLE
- VALVE 19. CLOSED (KITCHEN SINK DRAIN) IF APPLICABLE

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Septic System Operating Instructions

Macerating Toilet Pump Operation

The macerating toilet is equipped with a pump that will discharge waste into the sewer tank. Ensure the red ball valve leading to the sewer tank is **OPEN**.

400 Gal Sewer Tank Operation

The 400 gal sewer tank is equipped with two floats. One high level alarm float to let you know that the tank is almost full and needs to be drained. If not drained, the second float will trip a contactor to turn power off to the water pump when the tank reaches its capacity to prevent it from overflowing. The alarm is located on the right side of the exterior door closest to the hitch. To restore power to the water pump and stop alarm, follow instructions to drain sewer tanks.

Instructions for Draining the Sewer Tanks

- Located on the right side of the trailer near the exterior door closest to the hitch, there is a 3" female camlock which is the drain pipe for the sewage tanks, which has a protective spill cover.
- Remove the protective spill cover and connect a 3" male camlock with a sewage hose from the vacuum truck to the 3" female camlock drain line on the trailer.
- **OPEN** sewage release valve #1, located on the right side inside the exterior door closest to the hitch, to allow sewage to flow.
- Once sewage tank is empty, **CLOSE** sewage valve #1 and unhook the hose and reconnect protective cover into camlock connection.

Note: If you are draining into a municipal sewer line, use adapter located inside mechanical room. The adapter fastens to the camlock on exterior of the unit. Once everything is connected, **OPEN** valve #1.