

Winterization Procedure Must be Completed by a Licensed Plumber

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

60x11 Office w/ S/C Washroom Trailer

AL16-1015

General Information

The 60x11 office trailer with washrooms is designed to be used in various applications. It can be used as Self-Contained meaning that the 600 gal water tank would need to be filled by a water truck and have the 600 gal sewer tank pumped out by septic truck. Alternatively, the trailer be hooked up with municipal services or an onsite water source and septic tank/field.

The washroom trailer is equipped with a Duplex Liberty sewage Sump Pit with 2 Grinder Pumps and two ½ HP water pumps. Only one of the water pumps are to be used at any one time. The other water pump is for back up only. Please note there is a water pump power supply control box on back wall to switch power between the two water pumps or to run on municipal services.

Notes:

- Washroom trailers need to be completely level in order for plumbing to function properly
- 600gal water tank, 600gal sewer tank and Hot Water Heater must be drained prior to moving trailer

Water System Operating Instructions

Fill 600 Gallon Water Tank

- Fill pipe is located outside the mechanical door with a sign indicating its use
- Remove protective cover off 2" male camlock
- Connect 2" female camlock to fill pipe
- Ensure 2" water tank drain valve (#3) inside trailer mechanical room has been closed
- Pump water into water tank using water pump and a 2" hose from water supply
- Alternatively a garden hose can be used by removing 600 gal water tank cover to fill water tank
- Once water flows out of 3" overflow pipe at rear and top of trailer the 600 gallon water tank is full
- Reconnect protective cover over water fill pipe

Note: While water tank is filling, the water tank supply can be monitored by going into mechanical rooms and seeing water supply level thru sight glass on side of water tank. There is a low level float switch that activates when the water tank is empty and the alarm will sound and a red light will turn on. Turn OFF water alarm breaker at electrical panel to stop alarm until water is refilled. Turn breaker back on afterward refilling water tank.

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VALVE GUIDE FOR USING SELF CONTAINED WATER & SEWER TANKS

NOTE: BELOW IS VALVE INSTRUCTIONS FOR USING SEWAGE PITS & PRIMARY WATER PUMP. SEE INSTRUCTION BELOW IF ONE FAILS. WATER SUPPLY CONTROL BOX SELECTOR SHOULD BE SET TO EITHER PUMP 1 OR PUMP 2.

- VALVE 1. CLOSED (MAIN SEWER DRAIN)
- VALVE 2. OPEN (SEWER TO STORAGE TANK)
- VALVE 3. N/A
- VALVE 4. N/A
- VALVE 5. CLOSED (WATER TANK DRAIN)
- VALVE 6. OPEN (WATER FEED FROM TANK)
- VALVE 7. CLOSED (MUNICIPAL FEED)
- VALVE 8. CLOSED (TAP FOR PUMP OR MUNICIPAL)
- VALVE 9. CLOSED (TAP FOR PUMP OR MUNICIPAL)
- VALVE 10. CLOSED (MUNICIPAL SWITCH)
- VALVE 11. OPEN (PT SHUT OFF)
- VALVE 12. CLOSED (DRAIN PT)
- VALVE 13. CLOSED (HOT WATER TANK DRAIN)
- VALVE 14. OPEN (HOT WATER TANK COLD INLET)
- VALVE 15. CLOSED (HWH BY PASS)
- VALVE 16. OPEN (HOT WATER TANK OUTLET)
- VALVE 17. CLOSED (SHUT OFF BETWEEN PUMP & MUNICIPAL)
- VALVE 18. CLOSED (EXPANSION TANK)
- VALVE 19. CLOSED (WINTERIZING)
- VALVE 20. CLOSED (DRAIN WATER PUMP 1)
- VALVE 21. OPEN (TO FEED WATER LINE FROM PUMP 1)
- VALVE 22. OPEN (WATER DISCHARGE LINE FROM PUMP 1)
- VALVE 23. CLOSED (DRAIN PUMP 1)
- VALVE 24. CLOSED (WATER FEED PUMP 2)
- VALVE 25. CLOSED (WATER DISCHARGE FROM PUMP 2)
- VALVE 26. CLOSED (DRAIN)
- VALVE 27. CLOSED (DRAIN)
- VALVE 28. CLOSED (DRAIN)
- VALVE 29. CLOSED (DRAIN LAUNDRY SINK)
- VALVE 30. CLOSED (DRAIN LAUNDRY SINK)

****IF WATER PUMP 1 FAILS MOVE SWITCH ON WATER PUMP SUPPLY TO PUMP 2, CLOSE VALVE 20&21 AND OPEN VALVE 24&25**

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Instructions to Pressurize Water Supply When Using Water Tank and Pumps:

There are 2 water pumps and only one is to be used at any one time as the other pump is for backup only. Please see water pump power supply box on back wall to switch power between the two pumps. See Valve Guide Instructions for using Self-Contained Water and Septic Tanks (Page2)

- OPEN water supply valve (#6) at bottom of water tank to feed water pump. Please note that Pump may have to be primed. Ensure hot water heater drain valve (#13) is closed.
- Ensure water pump to be used is plugged in, the power box switch is positioned for the appropriate pump and the breaker in the electrical panel is in the ON position.
- If using pump #1 have valves #21 & #22 **OPEN** while valves 24 & 25 are **CLOSED**.
- If using pump #2 have valves #24 & #25 **OPEN** while valves 21 & 22 are **CLOSED**.
- Ensure valve (#16) feeding hot water heater is CLOSED to pressurize system.
- To prime pump lift low-pressure valve lever on side of water pump until water pressures exceed 25Psi and water pump operates on its own. Then, Release low-pressure valve lever and pump should continue running until 50 psi is obtained at which time pump will shut off.
- Once water line is pressurized then open valve (#16) to fill hot water heater and pressurize hot water lines.

VALVE GUIDE FOR USING MUNICIPAL WATER SERVICE

NOTE: If water source is available then it can be connected to the trailer instead of using water tank. See Valve Guide below for using Municipal Service. On site water supply is connected to a water pipe protruding down under the trailer near the water tank. Be sure to wrap on site water supply pipe in heat tape to prevent freezing. There is a plug under the trailer to plug heat tape into. **The Power supply Box must be switched to Municipal for this system to Operate.**

- VALVE 1. **CLOSED (MAIN SEWER DRAIN)**
- VALVE 2. OPEN (SEWER TO STORAGE TANK)
- VALVE 3. N/A
- VALVE 4. N/A
- VALVE 5. **CLOSED (WATER TANK DRAIN)**
- VALVE 6. **CLOSED (WATER FEED FROM TANK)**
- VALVE 7. OPEN (MUNICIPAL FEED)
- VALVE 8. **CLOSED (TAP FOR PUMP OR MUNICIPAL)**
- VALVE 9. **CLOSED (TAP FOR PUMP OR MUNICIPAL)**
- VALVE 10. **OPEN (AUTOMATICALLY OPENS WHEN CONTROL BOX IS SWITCHED TO MUNICIPAL)**
- VALVE 11. OPEN (PT SHUT OFF)
- VALVE 12. **CLOSED (DRAIN PT)**
- VALVE 13. **CLOSED (HOT WATER TANK DRAIN)**
- VALVE 14. OPEN (HOT WATER TANK COLD INLET)
- VALVE 15. **CLOSED (HWH BY PASS)**
- VALVE 16. OPEN (HOT WATER TANK OUTLET)

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- VALVE 17. OPEN (SHUT OFF BETWEEN PUMP & MUNICIPAL)
- VALVE 18. OPEN (EXPANSION TANK)
- VALVE 19. CLOSED (WINTERIZING)
- VALVE 20. CLOSED (DRAIN WATER PUMP 1)
- VALVE 21. CLOSED (TO FEED WATER LINE FROM PUMP 1)
- VALVE 22. CLOSED (WATER DISCHARGE LINE FROM PUMP 1)
- VALVE 23. CLOSED (DRAIN PUMP 1)
- VALVE 24. CLOSED (WATER FEED PUMP 2)
- VALVE 25. CLOSED (WATER DISCHARGE FROM PUMP 2)
- VALVE 26. CLOSED (DRAIN)
- VALVE 27. CLOSED (DRAIN)
- VALVE 28. CLOSED (DRAIN)
- VALVE 29. CLOSED (DRAIN LAUNDRY SINK)
- VALVE 30. CLOSED (DRAIN LAUNDRY SINK)

Liberty Sewage Pit Operation

The Liberty sewage sump pit is equipped with a high level alarm that will sound when sump pit is over full. If the tank is not full this may be a sign that there is something clogging the pump or pumps have failed. If alarm continues please disconnect power, remove top access cover of pit and clear the debris before using again. The alarm will automatically reset once level goes down. Ensure valve (#2) leading to sewage pit is open. If problem persists please call for assistance.

600 Gal Sewer Tank Operation

The 600 gal sewer tank is equipped 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 over flowing. The alarm is located on the right side of the center exterior door. To restore power to water pump and stop alarm follow instructions to drain sewer tanks see below.

Instructions for Draining the Sewer Tanks

- Located on the right side of trailer near the center exterior door 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 to the right inside of the center exterior door 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.

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.

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INSTRUCTIONS FOR DRAINING & WINTERIZING

Note: All ball valves **NOT** charged with antifreeze need to be in the half **open** position once winterizing is complete. If valve is fully **open** or fully **closed** damage to the valve may occur and will need to be replaced.

To winterize you will need about 30 gallons of antifreeze.

Run the laundry sink water long enough to clear the sewer sump pit of sewage or about 5 minutes by allowing sewage pump to cycle several times.

Turn off the hot water heater (HWH) electrical disconnect and drain the HWH (**Open** Valve #13) and **close** the valves feeding the HWH (Valve #14, 16) so no antifreeze will be pumped into the HWH. **Open** valve (#15) 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 the valve (#5) at the bottom of the 600 gallon water tank to drain it.

Close the valves feeding each toilet and then flush the toilets to remove the water in the bowl and tank.

Close the flush valve at the urinal. To close valve insert a flat head screw driver into the bottom of the valve and turn to the right. The flush valve is located to the far left of the lever handle on the water line. A black cap may need to be removed to access valve shut off. Repeat for each urinal.

There is 5 foot long x 1 ¼ " clear hose near the water pump (Valve #19) that is used to pump plumbers antifreeze thru the cold and hot water lines. Insert the end of this clear hose into a pail of antifreeze and **Open** valve (#19) 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 use all the sinks hot and cold water taps until antifreeze appears. Run enough to fill all the p-traps with antifreeze. Also, run antifreeze thru each water pump by **opening** valve (#20, 21 or #24, 25) of the pump not being used.

Open the valves of the toilets just enough to allow the antifreeze into the toilet tank and bowl. Pour antifreeze into the stand pipe in the toilet tank. Sponge out or use a shop vac to clear any water out of the toilet bowl and tank. Then add 4" of plumber antifreeze in toilet bowls.

Open the flush valves (turn to the left) on each of the urinals slowly while pulling down on lever handle at the same time until the antifreeze is visible and enough to fill the urinal p trap.

To winterize liberty sewer sump pit and pumps press the "Pump Run" button on the pump controller (located on back wall between tanks) to pump out the water in the sump pit. Next, ensure sewage pump power is unplugged and remove the small access cover on the sewage sump pit (6 bolts). Use a shop vac to suck the remaining water out of the sewer sump pit or dump 10 gallons of antifreeze into the sewage sump. Reinstall the sewer sump pit cover. Have the 600 gal sewage tank drained as per instructions on page 4.