

HOW TO SHUT OFF YOUR SPRINKLER WATER

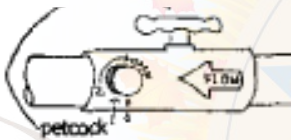
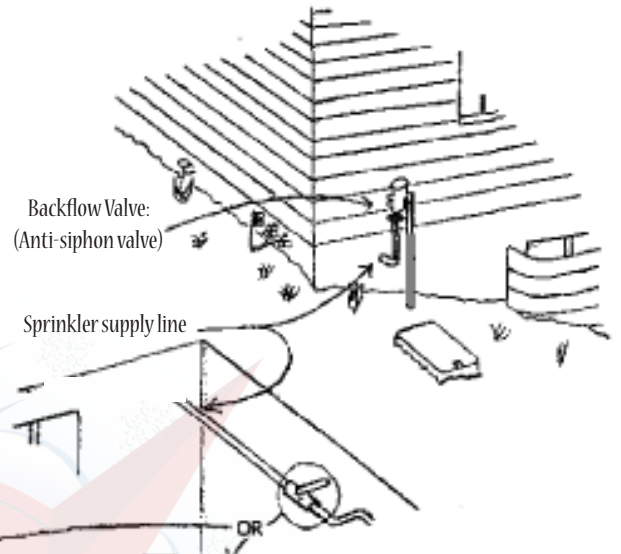
Please don't let the detail of these instructions intimidate you. This is a very detailed explanation of a simple task & is primarily designed for our new customers who may have never done this two-minute task. The explanations & pictures below are typical for 99% of the homes in the metro area.

STEP ONE: FINDING THE CORRECT PIPE.

Find your backflow's location outside of your house. One of the copper pipes goes into your house; this is the supply line coming from in your basement. Now find this pipe downstairs. **Note For Finished Basements:** Sometimes this pipe may be concealed. There will always be a shut-off valve access panel somewhere in your basement. Try turning off one of these valves (see step two). Check a sink in your house; if the water doesn't work, you've shut off the main supply to the house. Turn the valve back on and try another one, then label these valves for next time.

STEP TWO: TURN OFF THE SUPPLY VALVE.

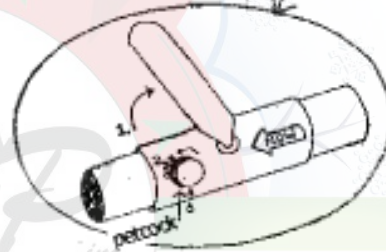
Follow the supply line backwards until you find your sprinkler shut-off valve. **NOTE:** You will either have a turn-type shut-off valve (below left) or a lever-type shut-off valve (below right). **SHUT OFF THIS VALVE.** (See pictures for instructions how.)



TURN-TYPE VALVE

To shut off this type valve, turn it clockwise **VERY TIGHTLY**. You may want to put on a pair of gloves and use both hands in order to turn this type of valve tight enough to stop all of the water. If it's not fully off, water could eventually refill your system over the course of the winter-

OR



LEVER-TYPE VALVE

To shut off this type of valve, simply turn it 90 degrees (so that it is perpendicular to the pipe). This is the preferred of the two types of valves.

STEP THREE: OPEN THE PETCOCK.

The final step is opening the petcock - it's the thimble-looking knob located on the side of the shut-off valve (see either picture above). Open it by turning it counter-clockwise. Some water may come out, so have a cup or small bucket ready. The amount of water will vary from a few drops to a cup or two. **NOTE:** (Especially those with a turn-type valve). If water continues to drip after a brief amount of time (30 seconds to 2 minutes or so), your valve may not be fully shut off.

ALSO: Many customers will also leave a bucket or something under the petcock until we've come out, because some additional water may come out when we

LEAVE THE VALVE CLOSED AND THE PETCOCK OPEN ALL WINTER.

We will do everything else from the outside. It is important that you **REMEMBER TO TURN OFF YOUR WATER BEFORE THE WEEK YOU CHOOSE BEGINS.** If you have trouble preparing your system or if you need additional assistance please contact our office.

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