

Cistern and Irrigation Start-Up

In the small green box that measures 17x12, replace the cap from the end of the black “Y”-shaped filter. Turn filter so that it faces upward. *For homeowners who have a single green box level with ground that measures 17x12, skip section “Priming Pump” and go to “Powering Pump.”*

Priming Pump

Using pliers, in the pump box measuring 21x15, re-install plug (one of two stored on top of pump during winter) on bottom of pump (chrome end).

Using a screwdriver or pliers, re-install second plug on top of pump.

Turn red (or blue) handle on pipe above pump to open position, parallel with pipe.

Powering Pump

Plug in or turn power pump on and also make sure GFI outlet (located either inside or outside of garage) and breaker are on.

Be sure tank is full of water; dip stick (10' pole) down into fill tube pipe to measure water level. There should be at least 1' or more for the system to work and no more than 3' for 600-gallon tanks and 4' for 1200-gallon tanks (Vista Series homes). Do not fill to point that water comes out of the fill tube.

Prime pump; make sure front bottom plug is installed correctly. Remove plug on top of pump and fill with water until water is at level of plug (approximately 1.5 gallons).

Set irrigation timer box to desired days and times for watering. This should be preset from last season unless timer was unplugged which would have erased memory and there fore will have to be reset. Follow instructions in box or manual.

Test system by using manual start on timer box. Check for missing drip heads and leaks in pipes or valves. Heads may need to be cleaned out. They can be removed and washed out and replaced into pipe.

Remember to check water level in tank at least once a week during dry periods. Fill with hose from house water (hose bib).

Your system is now ready for spring start-up. For any problems, consult your yellow pages directory for a landscaping professional. Additional local contacts: HeadsUp (991-6411), On Call/Joseph Padilla (715-7464), Paul Rodriguez (231-1632). There will be a charge for any of these services.

Evaporative Cooler Start-Up

Consult your yellow pages directory for a heating/ventilation/air conditioning professional concerning cooler breakdowns or instructions on how to reactivate the system. Rancho Viejo contracts with Rich Duran (412-1284). There will be a charge for any of these services.

Remove and store the cover on your evaporative cooler. Reconnect the line (stored in garage from system shutdown; see Evaporative Cooler Shut-Down), clean out pan, and connect the power plug.

In garage, reconnect black plastic line to water heater that goes up to roof through the vent. Once reconnected, turn on water valve--located either on top of or behind water heater.

Cistern and Irrigation Shut-Down

Turn irrigation control time box to “off” position. *Homeowners who have a single green box at ground level that measures 17x12, go to “Draining Filter Valve” section.*

Turn pump power off or unplug.

Leave main valve (usually red) at a 45-degree angle as well as the blue valve in smaller green box.

Remove plug from top of pump, slowly, to relieve pressure, using a screwdriver or pliers. Leave plug on top of pump.

Locate second plug on bottom (on the chrome end) and remove it using pliers. Water will empty from tank. Place the plug on top of the pump beside the first one and close up box.

Draining Filter Valve

In the smaller green box, find the black “Y”-shaped filter and remove the cap from the end. Turn the filter so that it hangs down and water drains from it. Place the cap on top of the valve and close up the box. *Make sure that all caps are put in a safe and secure place.*

Your system is now winterized. For any problems, consult your yellow pages directory for a landscaping professional. Additional local contacts: HeadsUp (991-6411), On Call/Joseph Padilla (715-7464), Paul Rodriguez (231-1632). There will be a charge for any of these services.

Evaporative Cooler Shut-Down

Consult your yellow pages directory for a heating/ventilation/air conditioning professional concerning cooler breakdowns or instructions on how to winterize the system. Rancho Viejo contracts with Rich Duran (412-1284). There will be a charge for any of these services.

You will need to buy 34"x34"x36" covers for your coolers; these can be purchased locally at Home Depot or Lowe's. Covers that fasten with Velcro are the most efficient and easiest to put on.

If you wish to do this yourself, you will need to shut off the water valve, located on top of or behind the water heater in the garage. Once off, disconnect the black plastic line that goes up to the roof through the vent and drain the water into the overflow pipe where the hot water heater and boilers drain.

Next, disconnect the lines from the coolers. Then disconnect the power plugs and clean the pan. Put the covers on the coolers, roll the line up, and store the line in your garage for the winter months.

Radiant Heat Start-Up

Make sure the boiler is plugged in. If possible, start with one zone at a time, turning it up to 68 degrees to warm up the slab. After 24 – 48 hours, turn on the next zone, etc., until you have the whole house ready to go.

There is no pilot light on the boiler; it has electronic ignition. Make sure gas is on if there is no heat. For continued problems, contact Rancho Viejo Customer Service (424-3797) or consult your yellow pages directory. Rancho Viejo contracts with Rich Duran (412-1284). There will be a charge for any of these services.