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Updated November 16, 2004

Main Bldg. Water Shutoff

Location: By the exit driveway, directly across from the Evergreen door facing south, is  a big concrete pad (See Campus Map, Section Four, Green). Very close by is a black cylindrical tube with a black screw-in top. Do not bother unscrewing the cap, simply pull the whole tube out of the ground. Approximately two feet down in this hole is the 1&1/4" square shutoff. Using a flashlight, reach down in the hole and brush any dirt away from the top of the shutoff. Notice carefully the groove etched across the top of the shutoff. It will be in an east/west direction (from Alaska St. toward St. Ann Main Bldg.)


 Note: The following tools you'll need are located in the garage hanging on the wall with all the other tools. These shutoff tools are labeled "Main Bldg. Water Shutoff Tools" and are taped together (See "Water Tools" pictures).

Insert the 3' hollow-metal-square-1&1/4" tube (the one with all the holes in it) down over the shutoff. Insert the 8&1/4" drift pin into one of the top holes and slide the 2' iron pipe over the drift pin. Then turn the metal tube by pulling clockwise on the iron pipe, approximately 1/4 turn.

(Helpful hint: to know you've got the water to the main bldg. shut off, turn on the faucet (hose if  it's there) at the main bldg. and run it out into the driveway. When that water stops,  you've successfully turned off the water to the entire main bldg. However, this shutoff does not turn off the water to any of the houses. That's on the next page.)

Another, even better way of knowing the main bldg. water is completely shut off is to look down in the hole with the flashlight after you've attempted your 1/4 turn. The groove etched on the top of the shutoff should now be in a N/S direction. If it is not, the water will continue to run, albeit at a lesser volume. In that case keep turning with the iron bar until that groove is exactly in a N/S direction (basically parallel to Alaska St.)

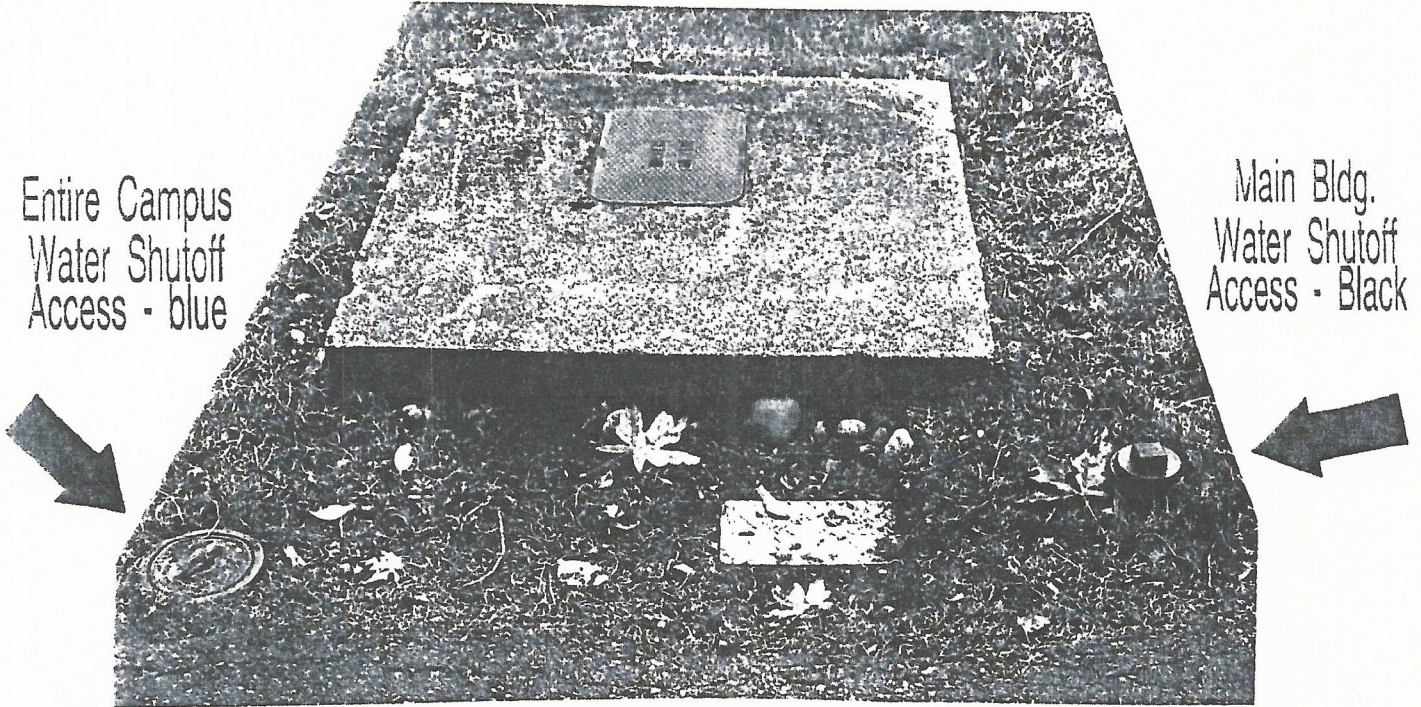
Note: Please refer to the pictures on the next page that correspond with these procedures.

 Of course to turn the water back on, pull on the iron bar until the groove etched on top of the shutoff down in the ground runs E/W again.

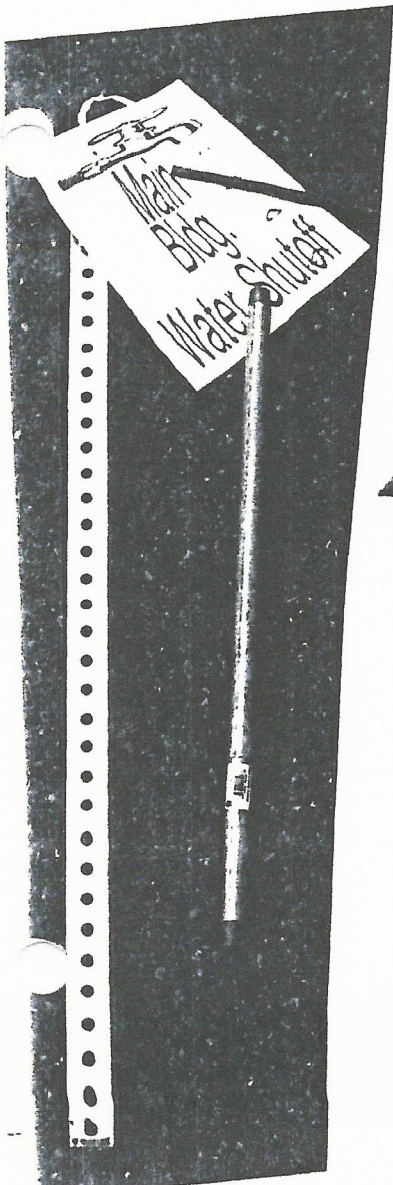
Big concrete pad

Entire Campus
Water Shutoff
Access - blue

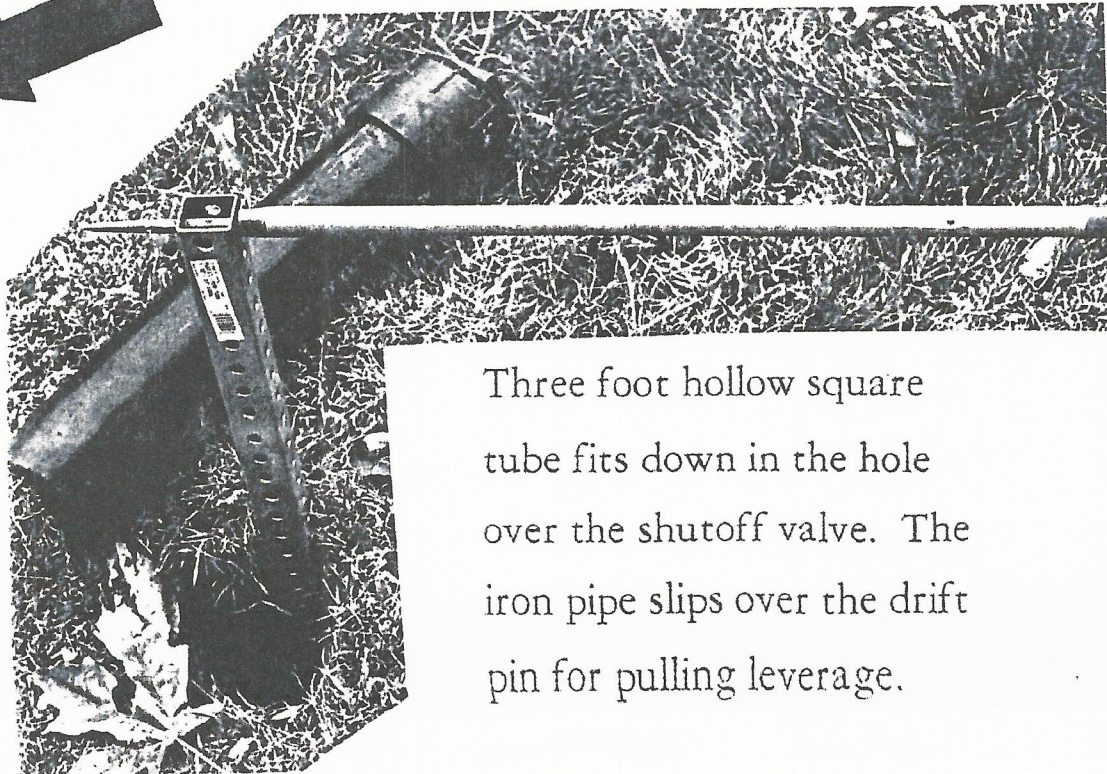
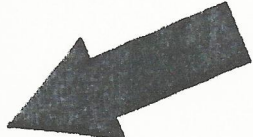
Main Bldg.
Water Shutoff
Access - Black



Note: Emergency Water Supply can be obtained from water heater tanks. Simply shut the water supply off to the tank or to the building immediately following an earthquake, flood or other emergency.



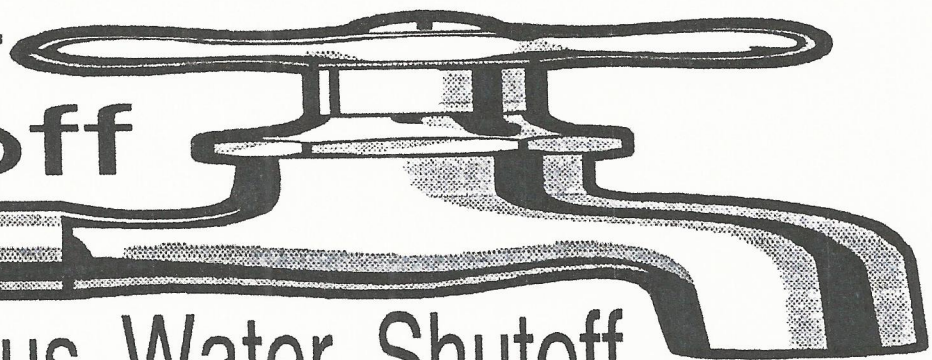
Tools



Three foot hollow square tube fits down in the hole over the shutoff valve. The iron pipe slips over the drift pin for pulling leverage.

Water Shutoff

Entire Campus Water Shutoff

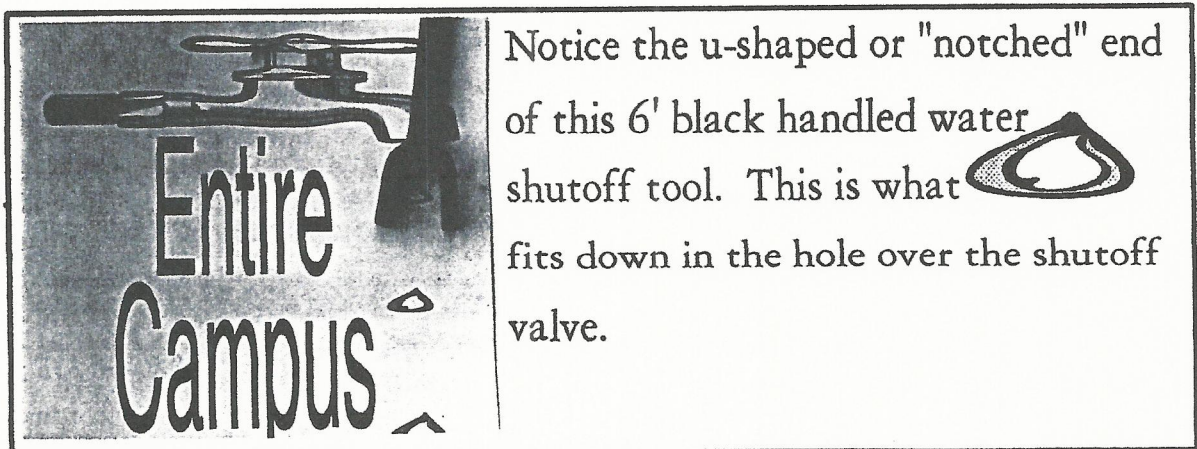


First, before reading any further, be sure you're on the right page. These instructions are to turn off the water to the entire campus - a different procedure than turning off the water to the main bldg. only.



The location of the shutoff for the entire complex is in the same area as the shutoff to the main bldg. - by the exit driveway, directly across from the Evergreen door facing south. Near the large concrete pad you'll see a round blue metal top with a handle. Pull up on the handle, removing this lid and shine a flashlight down this hole. Use the 6' black handled water shutoff tool that is kept in the garage hanging with all the other tools on the wall. It is labeled

"Entire Campus Water Shutoff". (Be sure to grab the black-handled rod, not the blue one.) Notice with the flashlight that this shutoff down in the ground, when the water is on, is lined up in a N/S direction (basically parallel to Alaska St.). To turn the water off, lower the notched end of the shutoff tool down over the shutoff notch and turn the shutoff handle clockwise until it stops. Water will then be shut off. To turn the water back on, simply turn the shutoff handle counter clockwise until it stops.



Notice the u-shaped or "notched" end of this 6' black handled water shutoff tool. This is what fits down in the hole over the shutoff valve.



Note: This process will turn off the water to everything in sight! The main building and all the houses, garage, everything. If you want to turn off the water to just the main building, while leaving the water on to the houses and garage, refer to the page entitled "Main Bldg. Water Shutoff". Please note also that each house has its own water shutoff, appropriately labeled, in each of their basements.

