

WIRRUNA LODGE LIMITED

THE HEATING & HOT WATER SYSTEM

1. WARNING

The heating and hot water system is quite simple and should be trouble-free if the instructions listed below are followed carefully. It should, of course, be operated with care and should never be operated by children.

Except for the controls noted in these instructions, no other controls or equipment should be adjusted or interfered with in any way. Anyone who chooses to ignore this fundamental rule will be responsible for any service charges or repairs that may be incurred as a result.

2. THE SYSTEM

The heating and hot water system is based on two oil-fired boilers that provide all hot water requirements and heating of the Lodge. Heat is dispersed through the building by circulating hot water through fan-coil units in the Living Room and Drying Room and through panel radiators elsewhere. The water is circulated to the various radiators by means of a circulating pump. There is also a Rheem electric hot water system which acts as a hot water reservoir for showers and kitchen.

3. TO START

If the Lodge has been closed up prior to your arrival, carry out the following steps:

- (a) Turn on three switches in the meter box on the right-hand side of the front door; one is marked "Main Switch"; the second is "Boilers, Hot Water & Heating"; and the third "Boiler Stand by HWS" (Rheem system).
- (b) Fire the boilers by turning the two grey switches located side by side on the wall beside the boilers to the "On" position.
- (c) Wait for 15 minutes and then switch the heating pump on by turning the single grey switch marked "Heating Pump" to the "On" position. This switch is located 3 metres to the left-hand side of the boiler room door on the wall adjacent to water control taps.
- (d) Check that the Thermostat valves on the panel radiators in the rooms to be heated are open.
- (e) Turn on the two heaters in the Living Area as follows:
 - (i) Switch the power point adjacent to each heater.
 - (ii) Turn the heater on by means of the top knob on the front panel. This knob also controls the fan speed.
 - (iii) Adjust the Thermostat by means of the lower knob.
- (f) The heating unit in the Drying Room is thermostatically controlled and should not require attention other than to ensure that it is switched on at the power point when required.

4. RUNNING AND TEMPERATURE REGULATION

- (a) Once the heating system has been started as described above, no other controls or equipment in the Service Area should be adjusted or interfered with in any way.

- (b) The heating system is controlled thermostatically by a regulator located on the wall beside the glass cabinet above the kitchen bench. The system is preset to raise the temperature in the Lodge to preset levels at different times of the day. This unit has its own time-clock and the time-clocks in the boiler room no longer serve any purpose.

THERE IS NO NEED TO MAKE ANY ADJUSTMENT TO THE SYSTEM

Temperature in bedrooms is regulated by the control on each radiator. Temperature in the Living Room and Kitchen may be reduced by opening windows and the verandah door.

The thermostatic regulator in the Living Room needs three small batteries (Duracell Alkaline, type MN1500LR6 or equivalent) which needs replacement from time to time. The switching times and temperatures must be re-entered after a change of batteries (refer to the instructions in the Lodge Manual).

5. TO TURN OFF

To turn the heating system off prior to closing up the Lodge, carry out the following steps:

- (a) Turn off the grey switch controlling the heating pump.
- (b) Turn off the two grey switches controlling the boilers.
- (c) Turn off the three switches marked "Main Switch", "Boilers, Hot Water & Heating" and "Boiler Stand by HWS" located in the Meter Box on the right-hand side of the front door.

6. TROUBLESHOOTING

If the heating system fails to function, check the following:

- (a) Check that the three switches marked "Main Switch", "Boilers, Hot Water & Heating" and "Boiler Stand by HWS" are turned on in the Meter Box.
- (b) Check that there is oil in the main supply tank.
- (c) Check that the oil supply valve is turned on. It is located in the Boiler Room on the wall to the left of the boilers. This valve should **never** be turned off.
- (d) Ensure that the two grey switches to the boilers are on.
- (e) Ensure that the single grey switch to the heating pump is on.
- (f) If the red reset button, located within the red burner on top of the cover on top of the boilers, is glowing, press it. If the boiler ignites and continues to operate satisfactorily, take no further action. If the boilers do not ignite after pressing the reset button, check the procedure for bleeding the system.
- (g) If the temperature in any room is too low, ensure that the Thermostat valve on the radiator in that room is fully on.
- (h) The boilers have a grey Thermostat and graduated knob set into the middle at the front. They should be set at 70°C and 65°C respectively. These controls should not normally be touched. The green button adjacent to the knob is a "Reset Button" should the boiler be accidentally set to above

the normal working temperatures as stated above. Check the setting on the Thermostats and check the Reset Button.

If the above items have been checked and there is still some fault with the heating system do not, under any circumstances, fiddle with any other controls or equipment. In such cases, contact John Grinham on 411 4687 (H) or 438 2528 (B) or Phillip Rowe on 969 9463 (H) or 221 2099 (B).

7. GENERAL NOTES AND SUMMER USE

- (a) The heating system will not operate when power failures occur. When power failures do occur, it is not necessary to switch off the pump or the boilers. When power resumes, the system will automatically restart.
- (b) It is not mandatory to run both boilers in the Summer. The system will run with one boiler but will take longer to reach the desired operating temperature. In very warm weather, it is possible to operate the Rheem electric hot water system only. This system provides a reservoir of hot water for Kitchen and Bathrooms but not to the heating system. This is a mains pressure system. If the heating system is not needed, do not turn on the circulating pump.

8. CHECKING THE FUEL TANK

The fuel tank for the boilers is located 15 metres directly uphill from rear corner of Lodge. There is a red vent pipe standing about 2 metres high which helps locate the filler and dip pipes when the ground is covered with snow. These pipes are about 0.5 metres and 1.0 metres to the right of the vent pipe as you face uphill. The dip pipe has a vertical opening with a brass screw off cap. The dip stick is a square brass rod about 2.5 metres long usually located near the broom cupboard. When using the dip stick, take care not to drop soil or snow into the fuel tank. The measurements are shown in gallons (*Conversion Rate: one gallon = 4.546 litres*). Fuel may be ordered in an emergency from N & P Barron Pty Limited, Cooma and charged to the Wirruna account.

9. BLEEDING THE FUEL SYSTEM

If the fuel has been totally exhausted, the boiler system will not function. If fuel is then added to the tank, an airlock may form in the pipe between the fuel tank and boilers. This will prevent the fuel reaching the burning jets. If the boilers will not run after 2 or 3 attempts to start, this may be due to an airlock. To remove the airlock, it is necessary to bleed the system as follows:

1. Locate oil supply tap (this is on wall to left-hand side of boilers) and has a small round brass tap and filter bowl.
2. Check that tap is turned on.
3. On the top of the filter bowl is a screw which holds the filter bowl in its housing. This screw also acts as a bleed screw. Loosen this slightly and observe whether air bubbles begin to escape. When the air bubbles cease and fuel escapes freely tighten the bleed screw.
4. The boilers may then be restarted.
5. If the boilers still do not run continuously, it will be necessary to engage outside help.

31 March 1994