

Dartmouth Outing Club of Northern California
www.docnc.net

CABIN USE INFORMATION, INSTRUCTIONS, AND DETAILS
December 2010

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DOCNC AVALANCHE WARNING

Members of the DOCNC Board can call your attention to the threats of avalanches, hypothermia, getting lost, equipment failure, etc., but our warnings cannot substitute for your prudence, preparedness, and education.

If snow is present at or near the cabin, avalanches are a real risk. We're not kidding. People have lost their lives to avalanches within a few hundred yards of our cabin in recent years. Still more have suffered serious injuries.

Be careful of deep snowdrifts, tree wells, unstable snow bridges over creeks and other hazards. Also, be aware that snow on steep slopes or corniced overhangs is especially likely to slide in AVALANCHES large and small. Almost any slope can avalanche, even small, low rising slopes given the right conditions.

Avalanches are a clear and present danger in the vicinity of our cabin whenever there is snow on the ground. If a person is caught in an avalanche, even a tiny one, s/he is likely to be killed or at least severely injured. The cabin itself is not in a known avalanche path, nor is the route to the cabin from the Sugar Bowl Academy parking area at Donner Summit. However, the backcountry vicinity immediately adjacent to and surrounding the cabin is full of potential risk factors, so please do prepare yourself and other members of your party with appropriate knowledge and equipment. Even if you venture only a few feet beyond ski resort boundaries or a road's right-of-way, YOU ARE IN AVALANCHE COUNTRY and you should keep that in the front of your mind.

If you venture into the backcountry (meaning, anyplace other than a road or a building), we strongly urge you to carry a transceiver, shovel, and avalanche probe, AND be armed with training and knowledge of how to use them.

If you or other members of your party have any questions regarding snow-related hazards, and/or if you are not fully confident of your competence, skills, training, experience, and equipment with respect to avalanche awareness, avoidance, and rescue, please contact the DOCNC Board of Directors at information@docnc.net and visit the appropriate resources listed below and on our DOCNC web site.

FOR MORE INFORMATION AND CURRENT CONDITIONS:

Sierra Avalanche Center

<http://www.sierraavalanchecenter.org/>

Avalanche Conditions Hotline: 530-587-2158

DIRECTIONS TO THE CABIN

- ◆ Traveling by car in good weather with little traffic, allow about **3 hours from SF**, or about 1 hour from Reno. Traffic on I-80 can be notoriously heavy, especially on weekends, so plan appropriately.
- ◆ Carry snow chains from 09/15 – 06/14. You will be stopped if your vehicle is not equipped for snow travel. In most cases, 4WD with snow tires on all 4 wheels is acceptable.

Directions start at the Oakland Bay Bridge Toll Plaza.

- 1) Drive 169 miles E on I-80.
- 2) Take the Norden/Soda Springs exit. There is a sign before this exit that also includes notification for the Sugar Bowl Ski Resort, which is down the same road.
- 3) Make a right at the top of the exit ramp (you'll see a Unocal 76 gas station). Go about 3.9 miles on this road, Old Highway 40 (aka "Donner Pass Road"). You'll pass *two* large Sugar Bowl Ski Resort signs. Immediately past the 2nd Sugar Bowl sign, you'll see the Sugar Bowl Ski Academy on your right. There is an odd, tall grey metal shed before the Academy, which is a large, white lodge. ***If you pass the Academy, you'll be heading downhill on a curvy road. If so, you have gone too far!***
- 4) Turn right into the Academy's parking lot.
- 5) Beginning at the back right of the parking lot is a single-lane gravel/dirt road. Continue down this road unless it's snow season.

SNOW SEASON (roughly late Sept. – June -- The exact "Snow Season" varies widely, of course, but these dates are a general outline): This road is unplowed and is usually invisible behind a giant 10-30 foot berm of snow! *If you are traveling during snow season, refer to Snow Season Parking Procedures on pages 5-6.* Follow the instructions carefully, or a) your vehicle will be towed, and b) you will jeopardize the long-standing good relationship between the Academy and DOCNC!

- 6) If it's not snow season, continue about 0.25 miles along this gravel road. (If it's snow season, you'll ski, snowshoe or "posthole" in along this road. If you're postholing, do not walk in ski tracks.)
- 7) Turn left at the red and white "Private Road" sign (this is typically buried under the snow during snow season). There are two roads to the left here: remove the chain that's across the dirt road on the right and go through. There is a small green and white "DOC" sign with an arrow pointing you in the correct direction. Replace the chain once your party is through. Our neighbors appreciate this.
- 8) The DOCNC cabin is the first one on your right side, on the lakeshore, about 150 yards from the chained entrance. Park parallel in the driveway, and be sure to use the turnaround at the end of the road if you need to turn around (follow the directions you see on signs).

CABIN AMENITIES & WHAT TO BRING

- ◆ Bring a sleeping bag and pillow (and a sleeping pad if you would like to sleep outdoors). There are enough clean mattresses for about a dozen folks, plus three couches, a deck, and of course, the lakefront beach! It can be quite cold in the cabin at night during the snow season. We also recommend a headlamp/flashlight, particularly for finding your way to the cabin at night and dealing with the lock and such before you turn on the cabin electricity.
- ◆ Bring whatever sports equipment you need (e.g.: climbing gear, skis/skins, snowshoes, hiking boots, mountain bike, etc.), as well as a good book. There is a cd player in the cabin and many games, puzzles, packs of cards, etc. There's also plenty of space to work/study. Unfortunately, we don't have easy Internet access at the cabin, but using your cell phone as a wireless modem works fine. Cell phone access at the cabin is good.
- ◆ Tents, cooking sets, and utensils are unnecessary. The cabin has a full working kitchen, including a refrigerator, stove, oven and an industrial sink with running water. The kitchen is stocked with flour, sugar, olive oil, vinegar, and basic spices for cooking and various pots and pans, chefs knives, plates, glasses, cutlery, etc.
- ◆ Plan on any combination of hot/sunny, thunderstorm, snowy, or chilly/windy weather. The cabin is at just over 7000 feet elevation.
- ◆ The cabin has wood heat, kitchen, electricity & lights, running water, an indoor toilet and a lake for bathing, skiing, and/or canoeing (we have a canoe!). The cabin is stocked with sufficient wood, but upon exit you must restock the upstairs pile with wood from the basement, as well as chop more kindling for the next group. In addition to built-in cupboards, the cabin also has two large plastic bins to help with food storage. Only the tightly shut bins can be guaranteed rodent-free.
- ◆ The cabin has a phone (**530.426.0413**) Please use it only if really necessary. There is no answering machine or voice mail service, and it is sometimes difficult for people in the cabin to hear the ringer. When placing a call to the cabin, be sure to let the phone ring for a long time before you give up.
- ◆ Pets are allowed, but please be sure to keep your pet(s) well-mannered and respect anyone with allergies on non-exclusive weekends. Also be considerate and pick up your pet's excrement. Our neighbors and the next cabin renters appreciate this courtesy.
- ◆ **CANDLES ARE NOT ALLOWED.** There is no reason whatsoever to use them, and the risk is huge. We have lights and firelight. If we lose the cabin, it will be due to fire. On that note, the cabin is **NON SMOKING.** No cigarettes in the cabin.
- ◆ Be nice to our neighbors. The DOCNC has had good relations with these families for decades, and we would to keep it that way. Some of these families have Dartmouth connections, too, and have been involved with the DOCNC for years.

UPON ARRIVAL

If you encounter any problems, please contact one of the DOCNC Board of Director members (contact information at end of this document). Please report any issues, problems, broken things, or suggestions to the Board.

PARKING AND CABIN ACCESS

Summer: Drive right up to the cabin and park! Don't block the road, and be careful not to spin your wheels and get stuck in the gravel. Do not park in our neighbors' lots or in their driveways. If you need to turn around, do such maneuvers at the end of the road (follow the signs).

Snow Season: You typically cannot drive up to the cabin during this period because snow blocks the way, starting at the Academy parking lot. Before departing, you must obtain a parking voucher from Mary Choy and display it on your windshield. Follow the parking instructions on the permit, and then hike/ski/snowshoe the short road from the parking lot at the Academy to the cabin. Note that if there is significant snow, simply walking to the cabin is difficult, if not almost impossible; you might be "post holing" up to your thighs. Be prepared with appropriate clothing and gear, like freeheel skis or snowshoes. Hauling food, bedding, drink, etc. can be a hassle during the snow season too. We recommend bringing a backpack and/or a sled to help with the hauling. We also recommend having a shovel available for digging out your car.

DOCNC has purchased the right to park up to three vehicles in the Sugarbowl Ski Academy parking lot per night. Additional spaces **may** be available for a fee from the Academy but you will have to work this out with them in person or in advance.

- 1) Get a parking permit from Mary Choy (mchoy@marychoy.com, 415-722-1711). Please read and comply with the specific parking instructions printed on each permit. If no more permits are available for the night(s) that interest(s) you, contact Sugar Bowl Academy to inquire about purchasing additional parking passes directly from them.
- 2) Put the parking permit in a visible spot on your dashboard.
- 3) If new snow falls overnight, be prepared to venture back to the Academy by 8:00AM the next morning to move your car to allow a full plowing of the whole Academy parking lot. If you do not move your car to enable plowing, the Academy may decide to have your car towed at their discretion, or your car may get so snowed in and plowed around that it will take you several hours to dig it out—on your own. The Academy does not have shovels for you, either.

DOOR LOCK

Mary Choy will provide you with the combination to the front door padlock when she confirms your reservation. Be sure to bring a headlamp or flashlight to permit nighttime combination finding! Please keep the cabin door locked when you leave the premises during your stay.

POWER

After entering, go to the far left corner (northwest or to the left of the wood stove) of the cabin. Find the large main circuit breaker and switch it on. It's the biggest of all the switches; you really can't miss it. Do not touch any other switches at this stage (in Winter you will come back to the panel after beginning Cold Weather Water Procedures – see p. 13).

Again, if you're arriving at night, you will need a headlamp or flashlight to do this job.



WATER

Summer: Everything should be ready to use. The pump turned on when you switched on the main circuit breaker. The water should flow when you turn on any sink tap, and the hot water heater (to the left of the kitchen sink) should be plugged in. During summer, please leave the water just as it is (leave the pipes under the sink in the ON position and leave the water heater plugged in.)

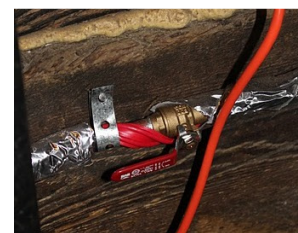
COLD SEASON (mid-Sept.–mid-June): There are special, complex, and important Water Procedures during the colder months (see page 13). Please read and follow them carefully!

IMPORTANT: Do NOT call the plumber if you encounter any issues with the water without explicit, prior authorization from the DOCNC Board of Directors. Their contact information is at the bottom of this document.

TOILET

After decades of using a chemical toilet in the cabin, we now have a more user-friendly RV-style toilet (installed October 2010) in the water closet (WC) just past the porch room sink. To prepare the toilet for use upon arrival:

- 1) After the rest of the water system is turned on (particularly applicable in Winter), turn the red-handled valve on the silver wrap-insulated copper water supply pipe to the ON position (handle horizontal and in-line with the pipe).



- 2) Hold the foot pedal on the toilet halfway down until some water enters the bowl.
- 3) Pour about 4 oz (1/2 cup) of Aqua-Kem into the bowl and press the pedal all the way down.
- 4) If freezing temperatures are expected (e.g. overnight or while you are away during the day), turn the red valve to the OFF position (handle vertical and perpendicular to the pipe).
- 5) Check to be sure that the bathroom's waste bin is lined with a fresh paper bag. If not, find a paper bag in the bathroom or in the kitchen and insert it into the waste bin. **No toilet paper or paper products (or anything other than bodily wastes) are to be flushed down the toilet.** Place all toilet paper in the paper bag in the waste bin. This can be burned at the end of the trip or carried out and thrown away.



HEAT



VERY IMPORTANT: Before you light any fires in the cabin, you must completely empty the wood-stove AND fireplace of all ashes from previous fires. Using the fireplace shovel and ash bucket, dump all cold ashes into one of the steel garbage cans on the outside porch.

Use the wood-burning stove in the living room for heat. It is the only efficient source of heat for the cabin. Burn only hardwood, which is heavy and dense and is stacked in the corner by the stove. The wood-burning stove is *very efficient* and can heat the whole cabin to uncomfortably high temperatures no matter how cold it is outside. For specific instructions on the wood-burning stove, see page 8.

If you must have "ambiance," then use the fireplace. However, please use it sparingly, as we go through a lot of expensive wood by using the fireplace. Only burn softwood in the fireplace. Softwood is light and is stacked next to the fireplace. *If there is no softwood available, then do not use the fireplace at all.* You must use the fireplace screen at all times for safety.

There are many fire extinguishers around the cabin. Familiarize yourself with their locations.

REFRIGERATOR/FREEZER

The refrigerator is left unplugged and the door left open between cabin visits. The plug is between the refrigerator and the cabinet to the left, at eye level. Plug it in and close the door.

DURING YOUR STAY

WOOD-BURNING STOVE

Note: Please use this stove to heat the cabin.

- ◆ Burn hardwood only in the stove.
- ◆ Turn the handle on the flu pipe rising from the stove to the vertical position to open the flu damper. Turn the rotating door vent/damper so you can see through it. This creates a draft for starting the fire.
- ◆ In cold weather, place paper and kindling as far back in the fire box as possible so that “heavy”, cold air in the flu is heated first and will start rising, helping the draft.
- ◆ Light the paper and kindling. Tend the fire until it is burning briskly and closing the door does not hamper the draw. Add hardwood logs, but avoid smothering.
- ◆ After the hardwood logs are burning well, you can adjust the dampers to reduce the draft for effective heating. The higher the number on the rotating door vent, the hotter the fire, and the faster the burn.

NOTE: Never burn anything other than uncoated paper, cardboard, or wood in either the wood-burning stove or the fireplace.

FIREPLACE

- ◆ Softwood only. If our softwood stock has run out, do not use the fireplace at all.
- ◆ Never burn anything other than uncoated paper, cardboard, or wood in either the wood-burning stove or the fireplace.
- ◆ ALWAYS keep fire screen in front of the fireplace, except when feeding the fire. Familiarize yourself with the location of the fire extinguishers and exits.
- ◆ Put burnable materials well back into the fireplace. This reduces the risk of a cabin fire and produces less smoke.
- ◆ Plan your departure such that you have only cold ashes to clean up from the fireplace just before you leave. Also, be sure to place the screen tightly across the front of the fireplace.

TOILET

Prepare the toilet for use as described on p. 6. Then, for regular use:

- 1) Put used toilet paper and anything other than human waste into the paper bag-lined waste can.
- 2) Check that the red valve on the water supply line is ON (horizontal and in-line with the pipe).
- 3) Press the pedal to the floor to flush.
- 4) Flush only as much as necessary, so that our holding tank does not overflow between scheduled pump-outs.
- 5) Every 2-3 days, flush about 4 oz (1/2 cup of Aqua-Kem) down the toilet (see container and cup on the shelf in the corner of the WC).

WATER SYSTEM: EXPLANATION AND TROUBLESHOOTING

The cabin's water comes from a well on the property. A water pump, located in the pump room in the basement, draws water from this well into the cabin's pipes. During the cold weather season, it is kept constantly warm by a baseboard heater that generates enough heat to keep the temperature in the pump room above freezing.

The heater is on a separate circuit and does not go off when the main cabin power is turned off. You should not have to go into the pump room for any reason, although in an emergency (pipes really frozen or burst) water can also be drawn from the hose bib that is on the side of the pump room in the basement. Note: In winter the hose should be disconnected from this bib so that it can drain.



Except for a complete failure of the pump, you can still get water, and should never have to melt snow.

If the water is not clear (iron oxide sediment in the well from our surrounding granite), you can let the water run for awhile and it should run clear. If this does not work, it could be the pump has run too long and stirred up sediment in the well. Leave the system off for bit, and then run the taps again.

When running water, you will note from time to time that the pump starts running; you should be able to hear it. The pump should run only long enough to bring the ballast tank up to pressure, no more than 5 minutes.



Sometimes when the water is getting turned on and off frequently and in short bursts (i.e. washing dishes), the pump can fall into a nasty feedback loop, turning off and on over and over again, sometimes sounding rather monstrous. This is uncomfortable to listen to and not good for the pump.

To stop this schizophrenic pump activity, just turn the water on from any sink, and keep it on until the pump smoothes out and runs consistently. Then turn the taps off. The pump should run for a few minutes and then switch off as normal.

If you note that the pump is on continually, and will not shut off, there is either a problem with the pump, or you have "bad" running water (e.g. an open drain valve, or burst line).

Please check immediately and if necessary turn off the power to the pump only. It is breaker #11 on the main electrical panel.

If you have ANY questions or concerns, please contact a DOCNC Board member. Please do not tamper with or attempt to adjust the limit switches on the pump itself. They are set to match the pressure in the ballast tank, and are not user adjustable! Thank you.

UPON DEPARTURE

If you encounter any problems, please contact one of the DOCNC Board of Director members (contact information at the end of this document). Please report any issues, problems, broken things, or suggestions to the Board immediately!

LOG BOOK

Make a happy entry in the log book! Bonus points for illustrations!

WOOD & FIREPLACE/STOVE

Restock the woodpiles for the wood-burning stove and the fireplace. Firewood, with separately marked stacks of softwood and hardwood, is located in the basement.

Climb down into the basement using the ladder under the trap door in the mudroom (next to the bathroom).

NEW FEATURE: Another small trap door for convenient transfer of wood from the basement into the living room is located next to the softwood pile by the fireplace.

Restock the kindling. This means chop more kindling out of *softwood* outdoors or in the basement, *not* in the cabin! You will find axes and a chopping block in the basement.

If the ashes in the wood-stove are cold (meaning you can safely stick your hand in them), shovel them out and, using the dedicated metal bucket, transport them to one of the metal ash cans on the porch. **ONLY COLD ASHES CAN GO INTO THE TRASHCANS ON THE PORCH. Do not “make” ashes cold by pouring water on them. This creates a huge mess for those generous souls who do the work weekends. Do not dump them outside.** (The cabin almost burned down once when hot embers melted through the bottom of a metal trash can.)

IF THE ASHES IN THE WOOD-STOVE ARE STILL HOT OR CONTAIN BURNING EMBERS, LEAVE THEM IN THE WOOD-STOVE (this is the most fireproof container in the cabin). If you must leave while there are hot ashes in the wood-burning stove, ensure they are ashes or dying embers, not a raging fire, and ensure that the stove door is securely closed and the “dial” set on 10 (in other words, open to as much oxygen as possible).

In contrast, **never leave a fire in the fireplace unattended. You must leave the fireplace clean when you depart.** This means timing your fire such that the embers and ashes are dead and cold before you leave, and putting the cold ash into the metal trashcans on the porch. Place the screen tightly in front of the fireplace too.

CLEANING

We all appreciate a spotlessly clean cabin, so please leave it tidier than it was when you arrived. **You'll be charged \$120 if you leave the cabin untidy.** Here are a few points to help:

- ◆ Wash all dishes.
- ◆ Wipe down kitchen counters.
- ◆ Sponge and wipe up the porch sink area.
- ◆ Clean the refrigerator.
- ◆ Sweep and/or vacuum all floors (extra vacuum bags are upstairs). Note that we have a shop vac in the attic: quite useful for certain jobs.
- ◆ Consider mopping the kitchen floor if it needs it.
- ◆ Take ALL leftover food and drinks with you.
- ◆ Leave bowls turned upside down to prevent rodent habitation

REFRIGERATOR/FREEZER

- 1) Remove **all** contents. **NO EXCEPTIONS, NOT EVEN WELL SEALED ITEMS!!!** Do not leave **any** food or drinks behind, in cupboards or in the refrigerator. The next group of folks is not expecting and does not want to deal with your leftovers, and it contributes to our problems with rodents. When it's cold out, drinks that are stored under pressure can explode. The next group will be frustrated if they arrive to find space occupied in the fridge by stuff they might not want or need. Eventually, someone will have to haul your food, drinks, and associated packaging out of the cabin, and that someone should be YOU!
- 2) Unplug the refrigerator. The plug is on the left side between the cabinet and the refrigerator.
- 3) Empty ice trays into the sink.
- 4) Clean any mess you may have made inside the refrigerator or freezer.
- 5) Open the refrigerator and freezer doors and **LEAVE THEM OPEN** when you leave.

GARBAGE

Carry out anything you carried in! This rule applies all year round and applies to all types of leftover food (including unopened stuff), drinks, and packaging. Please try to recycle. Feel free to burn any paper or cardboard in the fireplace or stove. Do not attempt to burn anything other than wood, uncoated paper, or cardboard. Place the rest in garbage bags and *take it all with you.*

NOTE: We no longer have access to the dumpster at Sugar Bowl Academy. Please take all trash out of the cabin and drive it back to your home. **DO NOT**

leave your trash on or near the SBA dumpster. DO NOT leave your trash at the cabin. Please pack it all out. Thank you!

TOILET

- 1) Remove the paper bag of used toilet paper from the waste can. Burn it, or port it out to a garbage dump.
- 2) Flush 4 oz (1/2 cup) of Aqua-Kem down the toilet, and in Summer leave ready for use by the next visitor.
- 3) Winter: See Step 6 on p. 14 under Cold Weather Water Procedures.

WATER

Summer: Leave it all as is. That is, the hot water heater should still be plugged in, and the water should flow if you turn on a faucet handle normally.

COLD SEASON (mid-Sept.–mid-June): There are special, complex, and important Water Procedures during the colder months (see page 14). Please read and follow them carefully!

POWER

Inside the cabin, go to the far left corner (northwest, or to the left of the wood stove) of the cabin. Find the large circuit breaker, and switch it off.

CABIN INSTRUCTION BOOK

Leave it on the dining room table, easily visible to the next guests.

DOOR LOCK

Remember to re-padlock the entrance door when you leave! In the summer, be sure that the basement door and door to the deck are locked as well.

COLD WEATHER WATER PROCEDURES

(Sept. 15th – June 15th)

During the cold weather season, the entire water system, including the water heater, must be filled and drained for each cabin visit to prevent frozen and burst pipes. This is the most complex and critical aspect of cabin usage. Please follow these instructions with utmost care and focus. A mistake can lead to damage that can't be repaired until spring.



These procedures have been updated to reflect changes to the plumbing system after cabin renovations. Forget what you may remember from the past and follow these new instructions precisely.

To STARTUP the Water System:

- 1) **CLOSE** the **TWO GREEN VALVES** under the kitchen sink (perpendicular to the direction of the pipes).
- 2) Check to make sure that the Kitchen Sink Taps and Porch Sink Taps are **OPEN**. (on Porch Sink near the toilet, taps open by turning counter-clockwise all the way.)
- 3) Check to make sure that the **Hot Water Heater is UNPLUGGED**.
- 4) Turn **BLUE VALVE ON** (parallel to the direction of the pipe).
- 5) **TURN ON PUMP POWER by flipping on Circuit breaker #11** at the circuit panel by the wood-stove. (Main breaker also has to be on.) You will hear the pump kick on, drawing water from the well and into the cabin's pipes.
- 6) Wait for water to start running from the Kitchen and Porch Sink Taps. **CLOSE BOTH PORCH TAPS. THEN CLOSE THE KITCHEN COLD TAP ONLY**. Leave the Kitchen Hot Tap open; the Water Heater Tank is still filling.
- 7) **AFTER water starts running from the Kitchen Hot Tap, CLOSE KITCHEN HOT TAP**.
- 8) When the Kitchen Hot Tap runs you know that the Water Heater Tank has been filled. Then and only then, **Hot Water Heater can be plugged in**. You will have hot water in about an hour.

Summary of ON final positions:

- A. Two Green Valves Closed.**
- B. Blue Valve Open.**
- C. Pump Power On (Circuit Breaker #11).**
- D. Taps Running (Then Close Them).**
- E. Water Heater Plugged In.**



View of final valve positions for water system to be operational in summer and after turning **ON** in Winter

To SHUTDOWN the Water System:

- 1) **Unplug the Water Heater.**
- 2) Turn the **BLUE VALVE OFF** under the sink to isolate the feed line from the pump. (Valve perpendicular to the direction of the pipe).
- 3) Turn **Power to the Pump OFF (Circuit Breaker #11)**. It is important to do this otherwise the pump comes on when the next cabin user arrives and throws on the main breaker, before he or she has had a chance to confirm that all valve settings are in the correct position.
- 4) **OPEN Kitchen and Porch Sink Taps, both Hot and Cold.**
- 5) **OPEN TWO GREEN VALVES** under the sink (parallel to their pipes). This will drain all the water in the kitchen and porch lines plus the Water Heater Tank. This takes a few minutes; you will hear the water draining.
- 6) At the toilet, turn the **RED VALVE** to the **ON** position (**horizontal** and in-line with the pipe) and press the toilet pedal half way down (you should hear water gurgling). Hold the pedal down for at least 30 seconds or until no more water enters the bowl. Then press the pedal down once all the way to empty the bowl.
- 7) **When all water from the Water Heater Tank is drained** (you can't hear the sound of any water trickling), **OPEN BLUE VALVE** (parallel to its pipe). This will relieve all remaining pressure from the system and drain standing water from the feed line.

- Summary of OFF final positions:**
- A. Water Heater Unplugged**
 - B. Pump Power Off (Circuit Breaker #11)**
 - C. All Sink Taps Open (kitchen & porch)**
 - D. Two Green Valves under sink Open**
 - E. Blue Valve under sink Open**
 - F. Red Valve at toilet Open**

Special Note Re: Very Cold Weather

Automatic heat tapes have been installed on the porch lines, as well as on the main feed line coming up through the basement. They should remain plugged in at all times, and will only operate when a built-in thermostat tells them temperature has dropped below freezing.

In very cold weather there is still the slight chance that the pipes can freeze. Also, if you let the cabin go completely cold while the system is activated, this risk is much greater. If water does not flow after correctly following the procedures listed, **please be patient**. Open the taps and wait. The lines usually will thaw as the cabin warms and the heat tapes kick in. Open the doors under the kitchen sink to allow quicker warming.

If a pipe does burst most likely this would be in the porch sink system. It can be isolated by closing the two yellow valves on the porch sink, leaving the kitchen sink operational. Please report back any problems with the water system to a DOCNC Board member (contact info at the end of this document).

CONTACT INFORMATION

ANY EMERGENCY 911

DOCNC Board of Directors	information@docnc.net
Jen Cohn (President)	415-706-5682
Mary Choy (Secretary) (don't call after 9:30pm)	415-722-1711
Xantha Brusco (Treasurer)	415-902-9655
Jesse Dwyer	208-861-1104
Scott Jules	415-305-9692
John Kunz	650-575-2853
John McCall-Taylor	781-307-8097
William Morrison	415-308-7720
Larry Riggs	510-292-0576 *
Craig Sakowitz	415-290-0503 *

* Try these numbers first if you need help/information while at the cabin

DOCNC CABIN READINESS FORM

We appreciate learning immediately of any issues you might have encountered during your stay. Please email the DOCNC Board of Directors at information@docnc.net, or you can help us to improve member stewardship of the cabin by completing this form and returning it to:

DOCNC
 P.O. Box 720084
 San Francisco, CA 94110

Was the...	Upon Arrival	Upon departure
Power off?	_____	_____
Water off? (<i>Snow season only</i>)	_____	_____
Wood stacked?	_____	_____
Kindling stocked?	_____	_____
Refrigerator off and door open?	_____	_____
Toilet drained, cleaned, and operable?	_____	_____
Kitchen and floor clean?	_____	_____
Dishes clean?	_____	_____
Were there adequate supplies of...		
Light bulbs?	_____	_____
Toilet Paper?	_____	_____
Paper towels ?	_____	_____
Garbage Bags?	_____	_____
AquaChem/Aqua-Kem?	_____	_____
Matches?	_____	_____
Firewood?	_____	_____

Other comments:

Date Returned: _____
 Name: _____ Class: _____
 Email: _____
 Street Address: _____
 City, State, ZIP: _____
 Telephone: Day () _____ Evening () _____