

## GENERAL HOUSEKEEPING

- 1 REMOVE all valuable possessions from the caravan.
- 2 REMOVE perishable food from the fridge/freezer and cupboards.
- 3 DEFROST the fridge/freezer and CLEAN it with bicarbonate of soda.
- 4 CLEAN the caravan floors, windows and fittings to minimise the risk of mould or bacteria forming over the winter.

## GAS

- 1 Turn OFF the gas supply at the bottle(s).  
*Make sure the bottle(s) are SECURELY CHAINED AND PADLOCKED to each other (not to the caravan or gas supply pipe).*

## ELECTRIC

- 1 Locate the fuse-box (it is usually in a bedroom wardrobe) and turn OFF the power and ALL trip switches.  
*All modern electric system switches are 'down' for 'off'.  
Please leave the main meter box (which is outside the caravan) ON at all times.*

## WATER

*The procedure shown below is a general guide only. If you have it, you should consult your 'Manufacturer's Handbook' for specific guidance about your system. If you are unsure about conducting the process yourself, ask us for advice or assistance.*

*If your caravan has central heating, all of the instructions below apply, but there may be additional drain cocks beneath or immediately adjacent to the water heater (on the hot and cold-water pipes only) which need to be opened. Failure to do this may result in frost damage to the water heater. Do not, under any circumstances, drain out any central heating pipework, even if drain cocks are present.*

*Caravans have two stopcocks: A MAIN stopcock (which is turned on at the beginning of the season and off at the end of the season); and a SEASONAL stopcock (which is turned on each time you arrive at the caravan and off each time you leave).*

- 1 Locate the MAIN stopcock and turn OFF the supply by fully rotating it clockwise.  
*The main water inlet pipe is black and the main stopcock will be in one of two locations: either on the actual pipe itself or underground nearby to it. If the stopcock is on the actual black pipe, you can turn it off manually. If it is underground, lift the metal cover and turn it off by using a crutch head stopcock key (do not use excessive force when doing this).*
- 2 Locate the SEASONAL stopcock and make sure that it is turned ON by fully rotating it anti-clockwise.  
*The seasonal stopcock is a grey tap on the grey or white water pipe.*
- 3 Locate and OPEN OR REMOVE all external hot and cold water drainage plugs under the caravan.  
*If they are on Speed-fit fittings, depress the collet and pull out the plug; if not, simply unscrew them.*
- 4 Turn ON all of the taps in the caravan (basins and sinks) and leave them fully OPEN.  
*If you have mixer taps, switch them rapidly from hot to cold several times during this process to ensure that both pipes (hot and cold) are emptied. When this has been done, centralise the lever so that both pipes remain open.*

## **WATER (CONTINUED)**

- 5 Turn ON the shower and leave it fully OPEN.

*If your shower has separate hot and a cold taps, simply open both taps fully.*

*If it has a modern bar mixer, fully open the control tap and then take off the shower head. You will need to suck the end of the hose to remove any water still in the system (some will come out of the hose but most of it will drop outside the caravan). Remember to do this twice (once with the thermostat switched to hot and once with it switched to cold) to ensure that both pipes are emptied. When this has been done, centralise the thermostat so that both pipes remain open and leave the shower hose dangling down in the tray in order to drain the mixer body.*

- 6 FLUSH the toilet and ensure that all water is drained from the bowl and the cistern.

*You may need to use a cloth/mug/pump to get any residual water out. When this has been done, place tightly rolled up newspaper or polythene in the toilet bowl to prevent smells and stop vermin getting in to the caravan.*

- 7 DRAIN the water heater by REMOVING the brass drain plug.

*Do not remove the water heater casing – the plug is always accessible and should be removed using a small spanner or stumpy broad-bladed screwdriver. It will either be on the side of the cold water inlet pipe or on the adjacent brass casting (if in doubt, ask us).*

- 8 When the water has drained, REPLACE the brass plug.

*Please take great care in doing this, because it is on a very fine thread, and do not lose the nylon seal.*

- 9 Return to the SEASONAL stopcock and turn it OFF by fully rotating it clockwise.

*The seasonal stopcock is a grey tap on the grey or white water pipe.*

## **AIR CIRCULATION**

- 1 STAND UP any loose furnishings (lounge seating cushions, mattresses etc) in the middle of each room.

- 2 OPEN all interior doors, cupboard doors and drawers in the caravan.

- 3 OPEN the fridge/freezer door and leave it OPEN.

*Use something such as the vegetable tray or a folded tea towel to ensure that it remains open during the winter.*

- 4 If desired, bowls of table salt (or similar bespoke products) can be placed throughout the caravan to absorb the humidity.

*Never put these on stainless steel sinks or fabrics as there is always a risk of the condensate overflowing causing damage (we would recommend, in any case, that the bowl with crystals in be placed inside a larger bowl to collect any spillage).*

---

## **BEGINNING OF SEASON CARAVAN PREPARATION PROCESS**

To recommission the caravan simply reverse the above procedure, but bear in mind the following:

*Before you try to light the water heater, purge the gas system (bleed any air out of it) by turning on the gas and lighting the burners on the hob (don't worry about lighting the oven or grill).*

*Once this is done, purge the gas supply to the water heater by holding the pilot ignition in place for 30-60 seconds before trying to ignite the pilot flame (you might need several attempts).*

*Remember to fill the water system slowly, allowing water to issue from all outlets; then turn them off one by one, checking for leaks on the tap connectors as you go (it is important that you do this, because any air in the system will cause the water heater to malfunction).*