# OPERATING PROCEDURES

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## General

During normal operation the installed systems have predominantly been designed to require minimal user input.

All services and systems have been energised, commissioned and set to work with tests carried out to ensure correct operation and function particularly with regard to safety systems and interlocks.

When operating and setting equipment and systems a systematic approach must be taken. Therefore it is essential that users understand the system controls and settings at each stage of operation, so that they can properly react to any unexpected or unforeseen condition and take the appropriate action.

The manufacturer’s manuals and literature must be consulted and referenced to ensure that routines are followed particularly if there is an unexpected loss or supply or service.

## Manufacturers Recommendations

Where the following sections refer to specific manufacturers operation or fault finding recommendations then those procedures will generally not be reproduced here and reference must therefore be made to the referenced documents located within manufacturers literature section of this manual; Section 9.

## Mains Cold Water Service

Under normal operating conditions, mains pressure cold water will be supplied to all cold water outlets and connected appliances.

Each appliance is provided with an isolation valve for maintenance purposes.

A stopcock, double check valve and drain cock are provided where the MCW service enters the building.

To provide water to the building the stopcock should be in the open position.

To shut-off the water supply the stopcock should be turned fully clockwise.

There is no reset procedure however if the system has been fully drained then the mains water should be reintroduced gradually to prevent excess noise in the system.

All delivery points will be automatically provided with mains pressure cold water so long as the local isolation valves are in the open position.

## Gas Service & Gas Safety

Under normal operating conditions, natural gas will flow automatically to the gas boiler in the Boiler cupboard.

During normal operation there are no user operating procedures.

The gas service at the meter is fitted with a mains gas isolation valve. To provide gas to the building the valve must be in the open position.

The isolation valve on the gas supply to the boiler should also be in an open position.

Apart from isolation of the boilers and meter in emergency situations, the gas service should not be interfered with by anyone who is not registered under the Gas Safe scheme (formerly Corgi).

## LTHW Heating

**During normal operation the heating boiler and emitters do not require any user operation or intervention. The system has been programmed and set to work and is controlled by the room thermostats.**

**Radiators**

Each radiator is fitted with a thermostatic radiator valve. This allows the user to select the desired room temperature by adjustment of the head. A numbered index on the valve provides an indication the valve setting with the higher numbers relating to higher room temperatures.

**Heating Boiler Control**

There are no user operating procedures to follow under normal operating conditions. Heating times and temperatures are set into the controller and can be adjusted by following the instructions in the manufacturers literature section.

## Gas Fired Boilers

The Boiler is enabled by the programmer according to the time and temperature parameters set for the building.

Installation, user and service manual provided in Section 9A.

## Domestic Water Services

During normal operation the system does not require any user operation or intervention. A user should be able to turn on a hot water outlet and receive hot water within a short period.

To avoid the risk of scalding, hot water delivered to handbasins in all toilet areas is thermostatically controlled by thermostatic mixing valves to limit the delivery water temperature to 41°C.

The hot water is generated from the combination boiler and settings within the boiler determine the flow temperature of the hot water.

## Extract Fans

No user operating procedures.

The fan has been set to operate via the lightswitch for the boost setting and will operate on continuous trickle at all other times..

Set-up instructions are provided in Section 9C

## Above Ground Drainage & Rainwater

No operating procedures deemed necessary, effluent and waste is discharged via a gravity foul drainage system to the existing underground gravity drainage system.