




If your seasonal property requires a yearly shutdown, we suggest you turn off the power supply and drain the water heater. Draining and refilling a water heater can be dangerous if not done properly. To avoid safety risks and damage to the water heater's internal components, please follow these steps or visit our how-to videos at:

 www.nbpower.com/en/products-services/water-heaters/water-quality/videos/

DRAINING A WATER HEATER AT YOUR SEASONAL PROPERTY:


In order to perform this task, you will need three things: a garden hose, a functioning floor drain or electric pump, and a flat-head screwdriver.

 **Remember, Safety First! Use caution when performing any of the following tasks and ensure they are done in order. It is important to also ensure the floor is dry, as electricity and water don't mix.**

- 1 Turn off the electricity to the water heater at your electrical panel. The water heater breaker should be clearly labeled. If not, please contact your electrician.
- 2 Close the cold water supply to the water heater using the shut-off valve.
- 3 Attach a garden hose to the drain valve located at the bottom of the water heater. Direct the other end of the hose towards a floor drain to safely drain water. If there is no floor drain you


will need an electric pump to assist in draining the water.

- 4 Using a flat-head screwdriver, open the drain valve by turning it counterclockwise until the water runs freely.


 **Be careful, the hose could be displaced by the water pressure. Since the water will be hot and may contain sediment, please take the proper safety precautions and pay attention to where the water is being drained in order to avoid damage to persons or property.**

- 5 Next, open the hot water tap located closest to the water heater. This will allow the water from the water heater to drain completely.
- 6 Once the water heater has finished draining, you'll want to ensure any remaining sediment is removed. To do this, open the cold water supply to the water heater using the shut-off valve. Let the water rush in for 10-30 seconds, then shut the cold water supply off again. Allow the tank to drain again. Repeat this process until the water runs clear from the hose.
- 7 Using your flat-head screwdriver, close the drain valve by turning it clockwise. Make sure it is tight enough to avoid any possible leakage when the water heater is refilled.

- 8 You can now remove the hose from the drain valve.

 **Be careful, the hose and the remaining water in the hose may be hot.**

- 9 You may close the previously opened hot water tap as the water heater is now empty.

 **Leave both the water supply and the electricity to the water heater off until you are ready to refill the water heater.**

REFILLING A WATER HEATER:

Now that you're ready to start using the water heater again, it's **VERY** important to ensure that it has filled completely to avoid damaging the internal components.

- 1 To start refilling the water heater, open the cold water supply to the water heater using the shut-off valve. You should now be able to hear water entering the tank.
- 2 To ensure the tank fills completely, open the hot water tap closest to the water heater. **Important**, this will allow any trapped air to be purged from the water heater. This is critical to ensure your safety and avoid damaging the internal components.
- 3 Once the water flows freely from the opened hot water tap, the water heater is full. It is now ok to close the hot water tap.

 **Never leave an opened tap unattended as the water could overflow and cause damage.**

- 4 You can now turn the electricity back on to the water heater at your electrical panel. It will take a minimum of 4 hours to completely reheat the water.

For more information, call us at 1 800 663-6272 or visit us online at WWW.NBPOWER.COM/HOTWATER

NB Power's hot water service program provides you with a reliable and energy-efficient way to enjoy hot water whenever you need it.

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