

## Emergency Water System Shut-Off Instructions

There are shut-off valves for both the north and south sections of the Garden water system. In the event of any break that causes significant ongoing leakage, the water for the entire north or south section of the Garden should be shut off. Shut-off valves are located in round green boxes about 8 inches in diameter. To open the box, use the two finger-holes to turn the cover one-quarter turn counter-clockwise, and lift the cover. If you can't turn the cover, use a screwdriver or a stick to push the cover counter-clockwise. If the cover won't turn, it has already been rotated and is ready to lift. Insert a screwdriver or other tool at the edge and pop it open. Inside the box there is a lever-valve. If the water is on, the lever will be parallel to the pipe. Turn it a quarter turn, so the lever is perpendicular to the pipe. This will shut off the water system for that section of the Garden. **If you must use a shut-off valve**, please leave a message on the garden line, 612-467-9545 AND send an e-mail to [info@dowlingcommunitygarden.org](mailto:info@dowlingcommunitygarden.org) ASAP.

**North Garden shut-off location:** 100 feet east of the raised bed outlet, next to a steel post. The valve box is 8 feet south of the post, directly aligned with the path from the raised bed outlet. **North Garden Water Coordinator:** Please be sure that this shut-off box cover is kept clear of overgrowing weeds and grass.

**South Garden shut-off location:** 5 feet south of the outlet by the barrel corral, just east of the paved path. **Note:** This valve does not shut off the outlet by the barrel corral. This outlet is part of the original school water system. **South Garden Water Coordinator:** Please be sure that this shut-off box cover is kept clear of overgrowing weeds and grass.

## Tips on Using the Garden Water Outlets

Like all equipment that is heavily used, some of the outlets develop minor quirks. **NEVER kick or otherwise strike an outlet or coupler (bayonet).** To do so risks damage that could shut down the entire water system for weeks, even permanently. Would you like to have a plot in a community garden without water, like the "bad old days" at Dowling? **If you see anyone abusing the water system, please stop them.**

In the north section of the Garden, outlets may not fully engage if the coupler is not fully inserted. This is particularly true of the outlet by the raised beds. To fully insert a north Garden coupler: Insert the coupler into the outlet with the coupler "tooth" aligned with the gap in the outlet. Gently turn the coupler one-quarter turn clockwise, until it stops. Hold the coupler handle with your right hand and press straight down **FIRMLY** on the coupler with your left hand. At the same time, use your right hand to turn the coupler another quarter turn clockwise. The coupler will fully engage, and water will flow at full pressure.

In the south section of the garden, the outlet near the barrel corral leaks, particularly when the coupler is being inserted and removed. To insert the coupler with the least leakage: Insert the coupler into the outlet with the coupler "tooth" aligned with the gap in the outlet. Gently turn the coupler one-half turn clockwise, until it stops. Position yourself at arm's length from the outlet. Firmly grasp the coupler and **QUICKLY** turn it another quarter turn clockwise. To remove the coupler, grasp it at arm's length and quickly turn it a half-turn counter-clockwise. If you do this correctly, only your hands will get wet. If not, more of you will get wet, but on a hot day, this may not be a problem.