

Monument Park Place Condominium Owner Association

How To Instructions

AC & Heat Seasonal Changeover

Important

The cooling and heating system is a closed loop piping system that runs through all units.

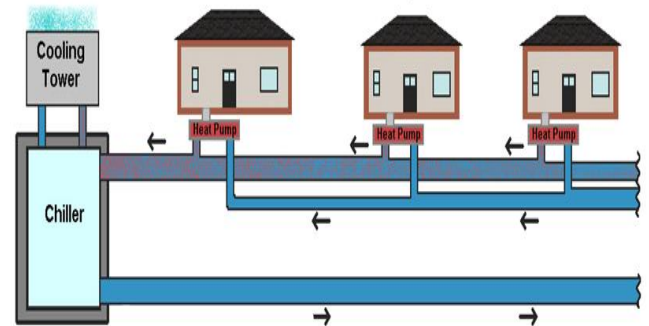
Regardless if you use the air-conditioning (AC) or heating system, the valves in your unit must be switched each season to ensure the flow of water in the pipe is not interrupted (stopped) and does not block your neighbor's access to AC or heat.

If you need assistance in the seasonal changeover contact a Board member for help.

Email: Board@MonumentParkPlace.com Tele: 719-481-2232

How It Works:

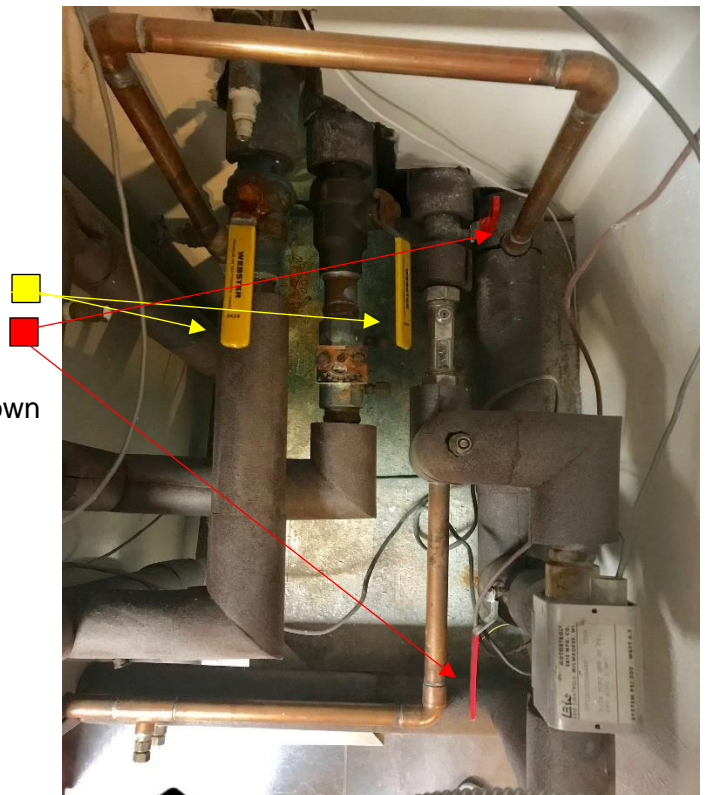
- MPP has a **CHILLER** that turns water very cold for AC
- MPP has a **BOILER** that turns water very hot for heat
- The chiller & boiler are located in the mechanical room
- A continuous pipe runs from mechanical room to all buildings
- The continuous pipe runs from each building to each unit
- Within your unit the pipe runs through your blower system
- The continuous pipe returns back to the mechanical room (looped)
- The hot or cold water running through the pipe is continuously being chilled or heated



Locate AC & Heat Valves In Your Home:

- In your kitchen utility closet, there are 2 handles for AC
- In your kitchen utility closet, there are 2 handles for heat

Note: Handle placement may not be in same location as shown



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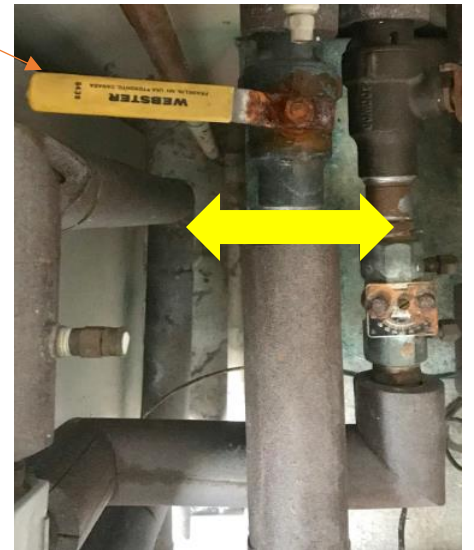
How To Tell If Valve Is Open

- Valve handle that runs parallel (same direction as pipe) is open and water is moving through the pipe



How To Tell If Valve Is Closed

- Valve handle that runs perpendicular (across the pipe) is closed and no water is moving through the pipe



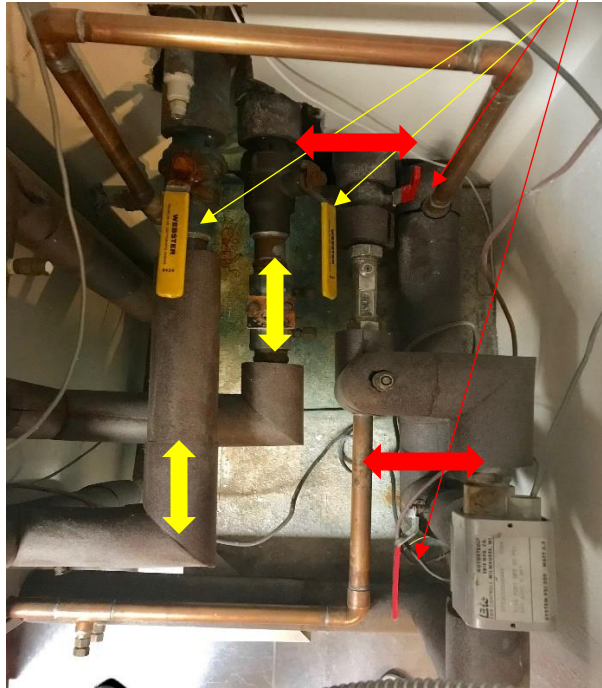
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Adjust Valves for Air-Conditioning:

- Turn the 2 yellow valve handles parallel with the pipe (same direction as pipe) ■
- Turn the 2 red valve handles perpendicular to the pipe (across the pipe) ■



Adjust Valves for Heating:

- Turn the 2 yellow valve handles perpendicular to the pipe (across the pipe) ■
- Turn the 2 red valve handles parallel with the pipe (same direction as pipe) ■

