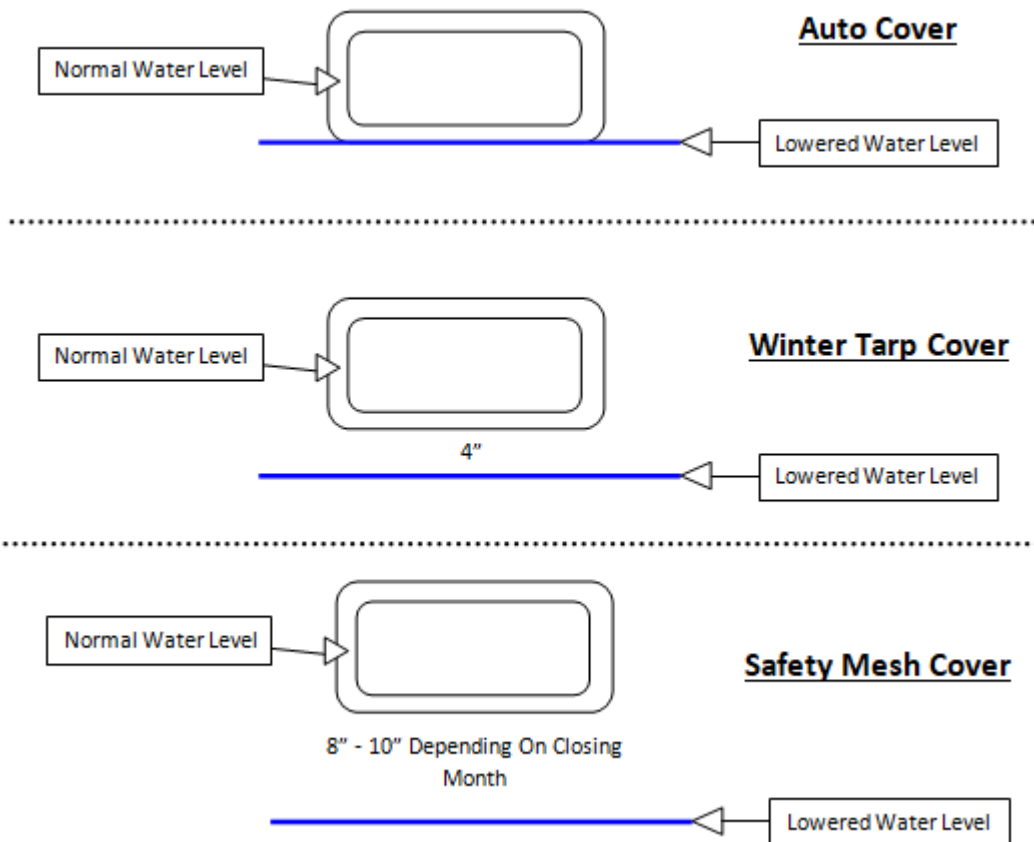


Hello,

Prior to closing, we ask our customers to follow certain guidelines to prepare for their closings. These steps help minimize the amount of time needed to shut down a pool and eliminate potential problems that may arise when preparing your pool, such as sucking in air while lowering water level, burning out the pump, and accidental draining of the pool.

1. Turn off your pump.
2. Turn your multiport valve onto waste.
3. Turn pump back on.
4. Once you hear water flowing out of the backwash hose, turn your skimmer valve off so that your skimmer will not pull in air.
5. Keep an eye on the water level, and lower it to just below the skimmer plate if you have an **auto cover**, 4" below the skimmer plate if you have a **winter tarp**, and between 8" and 10" below the skimmer if you have a **safety cover**.



6. When water reaches correct level, turn off pump.
7. Turn your multiport valve back to filter.
8. As a precaution, if possible, turn off power to your pool system to prevent possible timers from restarting the pool system.
9. Find your winter plugs and gizmos from last year and place near the pool. What we cannot find, we must replace at the customer's cost.



10. If you have left over chemicals from the season, especially liquid chlorine shock, leave it by the pool and we will use your chemicals prior to our own to close your pool, saving you money on the overall bill.

Please let me know if you have any other questions or concerns regarding your pool closing. We are happy to help in any way.

Christina