



8301 Lima Rd.  
Fort Wayne, In 46818  
&

6410 W. Jefferson Blvd, Suite 15a  
Fort Wayne, IN 46804

**PHONE:** 260-489-5596  
**FAX:** 260-489-2714

[www.tredwaypools.com](http://www.tredwaypools.com)  
service@tredwaypools.com

August 3, 2010

To Our Valued Pool Customers:

The summer will be drawing to a close far too soon. We at Tredway Pools are ready to professionally prepare your pool for the cold with our Pool Closing service.

**The Plumbing line warranty will be automatically extended** to all swimming pools closed in 2009 or constructed in 2010 by Tredway Pools. All other pool owners may sign a waiver forfeiting the plumbing warranty or have their pool pressure tested to verify the current integrity underground plumbing for a fee of \$45.00. Any swimming pools with lines that we are unable to pressure test or test defective will not be warranted. We will contact you prior to winterizing the pool.

Enclosed you will find our Swimming Pool Closing form. As in the past, we are offering a **Prepay Discount of 5% off the total closing cost prepaid before September 15<sup>th</sup>.**

**Instructions:**

- Please fill out your information on the top of the form.
- In the center of the form under **POOL CLOSING OPTIONS**, place an **"X"** in the box next to the pool closing option of your choice to receive all services in that shaded area. Otherwise just place an **"X"** next to the individual services you wish to receive.
- Use the column on the right hand side of the form to total the cost of services and discount if prepaying.
- Place an **"X"** next to the **week** in the respective month that you would like us to schedule your pool closing.
- **Sign** the completed form at the bottom and mail the form to us in the enclosed envelope.

We will schedule Closings as they arrive, so mail your confirmation promptly to assure that you can be scheduled during your selected week. **We will call you one week in advance with the exact date of service.**

**!Attention!**

**Keeping the rain water pumped off your swimming pool cover in the winter can prevent many problems in the spring. Do not allow more than 6" of water to accumulate on your winter cover. When pumping water off of a cover or from a pool, always discharge at least 30' away from pool to a storm drain or downhill from your swimming pool. Never discharge waste water next to the pool or pool deck. Check your pool water level periodically throughout the winter and while pumping off your winter cover, add water if necessary.**

*A vinyl liner is held in place by the weight of the water on top of it. When the water is not pumped off the cover periodically throughout the winter it has to be removed all at once just prior to opening the pool, this releases some of the weight that holds your liner in place. The liner can float, which causes wrinkles that will have to be professionally removed. This also increases the makeup water that needs to be added in the spring.*

**Remember, the later you close your pool and the earlier you open it, the cleaner your water will be!!!!!!**

I would like to thank each and every one of you and I hope you have a wonderful holiday season.

Sincerely,

Cindy L. Inman

Service Coordinator

Tredway Pools Plus Inc.



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**Customer Name:** \_\_\_\_\_ **Today's Date:** \_\_\_\_\_  
**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_  
**State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_ **Home Phone:** \_\_\_\_\_  
**Evening Phone:** \_\_\_\_\_ **Cell/Work Phone:** \_\_\_\_\_

<i>For Office Use Only</i>	Date Received:	Order #	Initials:
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In-Ground Pool Closing Options: (Place an 'x' in the boxes to choose individual items, or place an 'x' over Options 1 OR 2 to choose all of the above in that shaded section.)

**POOL CLOSING OPTIONS 2010**

			PRICE	SUB TOTAL
[ ]	[ ]			
<b>OPTION 2</b> \$280.00	<b>OPTION 1</b> \$ 200.00	[ ]	Disconnect plumbing, plug and anti-freeze all operating lines, drain water from equipment and disassemble.	\$185.00 \$
		[ ]	Remove ladders and handrails.	\$15.00 \$
	Option 1 plus →	[ ]	Install Winter cover and water bags (if applicable to your pool).	\$80.00 \$

<b>Travel Charges</b>	[ ]	Zone 1, Allen County, Steuben & Counties Bordering Allen County	Included	\$0.00
	[ ]	Zone 2, All others	\$55.00	\$0.00
<b>ADDITIONAL OPTIONS</b> (IF APPLICABLE)	[ ]	Remove & Clean <b>Cartridge Filters (only)</b>	\$90.00	\$
	[ ]	Winterize Sheer Descents (water feature)	\$55.00	\$
	[ ]	Winterize Slide (water feature)	\$25.00	\$
	[ ]	Winterize Deck Jets (water feature)	\$25.00	\$
	[ ]	Winterize Pots (Lighted Fiber optic Streaming Pots) (water feature)	\$45.00	\$
	[ ]	Winterize Water Features (other)	<b>Call</b>	\$
	[ ]	Winterize Spa	\$90.00	\$
	[ ]	Winterize In Floor Cleaning System (Caretaker)	\$135.00	\$
	[ ]	10' Double Water bags (tax included)	\$9.49 x __	=\$
	[ ]	8' Double Water bags (tax included)	\$7.37 x __	=\$

<b>Discounts</b>			<b>Total Before Discounts</b>	<b>\$</b>
	[ ]	Deduct 5% If Prepaying Prior to September 15th	<b>Total _____ X 5%</b>	<b>-\$</b>
				<b>TOTAL DUE:</b>

**Payment Information:** [ ] Check [ ] Visa / MasterCard [ ] Discover

Card Number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_ CVV#: \_\_\_\_\_ \*Please include 3 digit number on signature panel located on back of card.

**Customer Signature:** \_\_\_\_\_

\*\*\*\*\*Please select 1<sup>st</sup> and 2<sup>nd</sup> choice for closing week\*\*\*\*\*

[ ] August 30 – Sept 3	[ ] September 7-10	[ ] September 13-17	[ ] September 20-24	[ ] Sept 27- Oct 1
[ ] October 4-8	[ ] October 11-15	[ ] October 18-22	[ ] Oct 25-29	



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## 2010 Pool Closing Information

Please record the week and month you selected on the 2010 closing form.

**Option selected:** 1, 2

**Week Selected:** Aug 30 – Sept 3, 7-10, 13-17, 20-24, 27- Oct 1  
October 4-8, 11-15, 18-22, 25-29

**Date Scheduled:** \_\_\_\_\_ AM / PM

\*We will call the week prior to your selection to schedule the date of your pool closing.

### Pool Preparation & Instructions on all pool closing options

1. Continue to operate your pool normally by keeping the pool clean and chemically balanced. Our staff does not clean or add chemicals to your pool at the time of closing. Do not fill your chlorinator with tablets during the last few weeks prior to closing. Any leftover tablets cannot be reused and we cannot dispose of chlorine tablets.
2. Tredway Pools Plus suggests the owner shock their pool, add maintenance Algaecide, and Scale Inhibitor 12 to 48 hours prior to closing.
3. **A. If your pool has an automatic cover or if you have had problems with wrinkles in a liner in the spring, even if you have been told to do so in the past, do not lower your water level.**  
**B. If your pool has a Lock-In or Tarp cover;** please lower your water level just below the skimmer opening. To lower the water level, turn off the skimmer(s) at the pump inlet so the pump is drawing water only from the main drain. Roll out your backwash hose, turn off the pump and set your filter valve to waste. Turn the pump back on, the pool will drop quickly usually within 10 to 20 minutes depending on your pool size.

### Site Preparation

**We will need the following:** Access to pool and equipment area, fresh water spigot, electrical outlet, and a storage area for your pool equipment which will be removed.

### Post Closing Instructions

If you have a pool cover and are planning to install it yourself use Option 1 closings only. Plan to install it as soon as possible after we close your pool. Leaves and debris that fall in the pool after closing are difficult to remove and consume the chlorine and chemicals that will help keep the water clear throughout the winter.

\*If you have a cartridge filter, the filters will be removed at the closing and **MUST** be cleaned and chemically treated. If you would like Tredway to perform this service please note on the closing form.



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## Winter Pool Maintenance

- A vinyl liner is held in place by the weight of the water on top of it. *When the water is not pumped off the cover periodically throughout the winter it has to be removed all at once* just prior to opening the pool, this releases some of the weight that holds your liner in place. The liner can float which causes wrinkles in the liner that have to be professionally removed. This also increases the amount of water that needs to be added in the spring.
- Never allow your pool water level to go above the top of the liner or over the walks.
- When pumping water off of a cover or from a pool, always discharge at least 30' away from pool to a storm drain or downhill from your swimming pool. *Never discharge waste water next to the pool or pool deck.* Check your pool water level periodically throughout the winter. While pumping off your winter cover add water to pool if necessary.

### Automatic or Retractable solid covers

Keep all water pumped and debris removed from cover during the course of the winter. The accumulation of water on your cover disables the safety feature and can cause severe damage to your cover and mechanism. While the cover is on, the water level in your pool should not be lower than normal operating levels to support the cover.

### Lock-In or solid winter covers

Keep the water level on top of the cover pumped between 3" to 6" deep. Water that accumulates deeper than 6" can pull your cover into the pool and will cause irreversible damage to your cover. While the cover is on, the water level in your pool should be between 8" to 12" below the cover, and no higher than 6" below the top of the pool to support the cover.

### Mesh covers or Loop-Loc safety covers.

While the cover is on, the water level in your pool should be between 15" to 18" below the cover, and no higher than 10" below the top of the pool to support the cover.

### Pools with Perimeter drains or Sump Pump Pits

Newer pools have a perimeter drain which removes moisture from around your pool. This drain terminates either into a sump pit covered by a concrete lid or gravity drains to a low point in the yard. If you have a sump pit, after heavy rains –especially in the fall and Spring- open this pit and see if there is more than 6" of water. If so you will need to pump it out using a submersible pump. If you have a gravity system all you need to do is make sure the end of the tile is clear of dirt and debris.