



1.0. General Instructions

This is a manual for media loading into the filter vessels

1. Ensure that no water is entering the system and make sure that the system is off and the vessel is isolated.
2. Disconnect the inlets and outlets of the filter head. With the Clack control valve heads, make sure that the drain line is also disconnected.
3. Once disconnected, unscrew the head of the filter.
4. If replacing media, pull out the riser tube and empty the contents of the vessel into a waste bin. Then rinse out the vessel of any remaining spent media.
5. Insert the riser tube back into the empty vessel. There is a groove on the bottom of the vessel the the basket on the bottom of the riser tube will slot into.
6. Cover the top of the riser tube with either tape or a rag. This will prevent media from entering the riser tube while filling.
7. Follow the table guide for what media is required along with quantity for each filter. First load all the underbed media into the filter followed by the main filter media. Make sure that the riser tube is kept central in the vessel while loading.

Filter	Underbed		Main Filter Media	
	Underbed Type	Underbed Quantity	Filter Media Type	Filter Media Quantity
Carbon Vessel	Underbed Gravel #5	15kg	Carbon	30kg (1.5 Bags)

8. Once vessels are loaded, remove the tape/rag on top of the riser tube.
9. Place the filter head back on, making sure that the riser tube is lined up correctly with the hole in the middle of the filter head.
10. Reconnect all the inlets, outlets, and drain lines (where applicable) to the filter head.
11. Make sure when running water through the system for the first time after media replacement to SLOWLY open the inlet valve and let the vessels fill before fully opening the valve. This will reduce the risk of water hammer and allow the media bed to pack down.
12. Once the vessels are filled, run 2-3 backwashes on the Clack control valve to flush and prime the media.