

# Winterization Process for Spas and Hot Tubs

## For Saratoga Spa Dealers and Distributors

**\*\*Be sure to view photos of parts and tools discussed to ensure accurate understanding!\*\***

**\*\*DISCLAIMER: This method is for winterization of Saratoga Spa portable hot tubs, any failure to follow instructions, or remove adequate water from the spa is the responsibility of the technician or person winterizing. Please note that a qualified technician from a Saratoga Spa or related dealer is required for the winterization process, and it is not recommended for spa owners to do it themselves. Read all instructions to ensure adequate understanding of each individual step!\*\***

1. Ensure the spa owner has a tarp that can cover half way down on all four sides of the spa. Or you can order a spa bag from your designated spa dealer. (Dealers can order from our parts department.) This is to ensure water cannot get into the spa while the spa is closed.
2. Once at the spa, test **all** of its functions including all valves and lights and inspect for any damaged parts prior to draining the spa.
3. Remove the access panel (Also called the equipment panel, or the side panel with vents) and check for leaks that might be evident prior to performing the winterization.
  - Dealers/Technicians must document **all** findings so that they are not liable for pre-existing conditions!
4. Turn off or disconnect power to the spa, and drain the spa with a submersible pump, hose siphon, or the spas drain valve located in the equipment area.



**Drain Valve**

5. Once the spa is drained, place a plastic trash bag (of any size) over each individual suction cover (in the foot well) one at a time, and around the shop vac hose. Turn on the shop vac, compressing the bag to the suction cover creating a siphon. Repeat this step for each suction cover.



6. Shop vac out each individual jet working from the footwell to the jet with the highest location in the spa. Make sure the jets are all in the open position to remove the most amount of water possible.

- Most individual jets will have a 1/4 turn on/off function that decreases the flow of water.
- For CFE jets, place the shop vac hose in front of the jet, and block the remaining open portion of the shop vac hose with your hand.



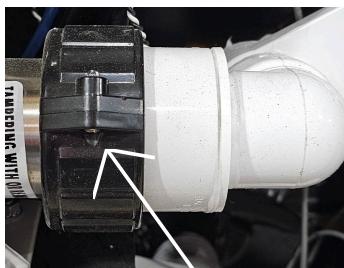
**Standard Jet**



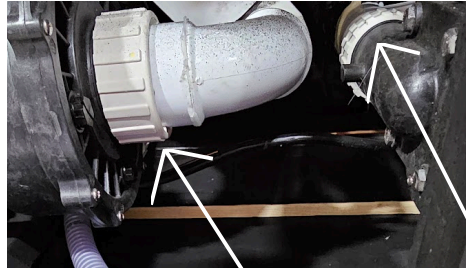
**CFE Jet**



7. Open the lowest union on each pump with a union wrench and at least one of the heater unions in the equipment area to remove any residual water.



**Heater Union**



**Pump Unions**



**Union Wrench**

8. Leaving the unions open, switch the shop vac to blow and blow out each individual jet starting from the highest jet to the footwell jets omitting the suction.
9. With all the unions remaining open, switch the shop vac back to suction and shop vac out each individual jet a second time including the suction. Once again, starting from the jets in the footwell to the jet with the highest location in the spa.
10. Retighten all spa unions, and tighten unions that weren't opened to ensure no leaking once the spa is reopened.
11. Remove the diverter valve handles and threaded caps, and pour approximately one cup of pool and spa antifreeze down each 2" diverter valve, and less than half a cup down each 1" diverter valve, omitting the air control valves.



**Valve Handle**



**Threaded Cap with  
Valve Assembly**



**Air Control Handle**

**1" or 2" Diverter**



**Roto-Stream Valve (2")**



12. Remove the filters of the spa and the filter adapters, (Usually yellow or blue) and store them in a warm and dry environment.

13. Pour at least 12 oz of pool and spa antifreeze down into the two filter box ports, then block one (if there's 2, or block 2 ports if there's 3) with an expansion plug or other related blocking device.



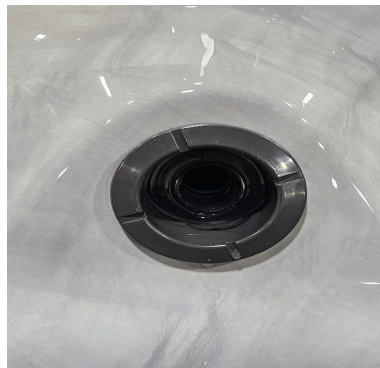
**Filters & Filter Adapters**



**Expansion Plug**

14. Force antifreeze through the system by switching the shop vac back to blow, and holding the hose onto the unblocked filter port, until you see antifreeze come out of the dump jet, the suction covers, or the individual jets of the spa.

- The dump jet is also called the circulation jet, vortex jet, or simply the jet where the heat comes out. Its position is typically near the footwell or in the side of the spa shell.



**Dump Jet**

15. Force antifreeze into the now open diverter valves as well, but only by running the shop vac for a few seconds. (10 at most usually)

16. Thread the diverter valve caps back on, and place the valve handles in their respective locations.

17. Close the cover of the spa **and** ensure that each cover retaining clip is used.



18. Cover the spa with the tarp or spa bag, and using shrink wrap, wrap the tarp to the spa tightly so that the tarp cannot move.

- As an added measure, it can be beneficial to tape across the corners of the spa with duct tape or heavy duty tape, taping only the shrink wrap to itself.



**Example of Completed Winterization**