

New Hope Valley Garden Railway Set-Up & Take-Down Procedure

Set-Up Procedure

1. Open up the tan storage building. Get the keys (needed for next steps) that are hanging on the light switch just inside the door.
2. Using the silver key, open the padlock for the green storage building. Place padlock on shelf just inside the door and remove pump from bucket just inside the door. Close Door.
3. Set up pump for the waterfall. Attach hose from upper pond reservoir to pump. Lower pump onto pad in pond. Thread power cord for pump under bridge and plug into 110V outlet.
4. Remove cover from lighthouse and place it inside walkway. Add top of lighthouse from green storage building. Add silver bridge structure from green storage building to black bridge. Remove covers from other buildings and place in walkway. Two people should lift the covers from the Apex Depot and from the church as they are heavy and awkward. Place steeple on church.
5. Make sure that the red emergency stop button on east end of train shed is pulled out.
6. Plug in power cable on North side of train shed into 110V outlet on side of train shed.
7. If no power, check GFI breaker (on outlets mounted next to fuse box) in the tan power cabinet; key is on key ring.
8. Remove white doors from each end of train storage shed and lean against shed on walkway side. Use small black key to unlock padlocks. Hang padlocks above doors.
9. Return keys to tan shed.
10. Get remote control transmitter throttle from tan storage building (shelf on south wall) and start trains:
 - a. Tracks are numbered sequentially with track one being the outside lower track, track two the middle track and track three the inside lower track. Track four is the outside track on the upper level, track five is the next inside track and track six is the figure eight track in the center.
 - b. Turn power to remote control handheld unit on by using power button.
 - c. Select a track using the track selector arrow button. Track numbers will appear in the control window.
 - d. Start the train on a track by the pressing arrow button above the stop switch. Speed will increase as you hold that arrow down. Seventy mph is usually a good speed, but make sure that "Thomas" is going faster than the other trains (80 mph). Reduce speed by pressing arrow button beneath stop button.
 - e. Forward and reverse are controlled by the buttons right and left of the stop button. Do not change direction without pressing the stop button to stop the train.
 - f. If a train derails and kicks the circuit breaker, it may be necessary to kill the power using the red button, start the power back up by pulling

the button back out and repeat steps (a) through (e) or try setting output to 0 speed to reset the receiver.

- g. If Track 6 does not respond to the controller, increase track number that will show a second track 6 which should work.
11. The red emergency stop button on the east end of the train shed kills power to all trains. If a train derailed and kicks the circuit breaker, it may be necessary to kill the power using the red button, start the power back up and repeat steps (a) through (e) or try setting output to 0 speed to reset the receiver.
12. Remove handcar from green storage building and place on the end of the straight back-and-forth track nearest the east fence. Place handcar on end of track nearest to ticket building. Test handcar by pressing top button on side of fence.
13. Add trains as needed to upper level, using trains from green storage building. The train on the figure eight should be short with a small engine.

Take Down Procedure

1. Stop trains on tracks one, two and three inside the shed using the stop button on the transmitter. Replace doors on shed and ensure that they are properly padlocked.
2. Stop trains on tracks four and five inside tunnels on upper level.
3. Be sure to remove any locomotives and cars that are exposed to weather on upper level and return them to green shed.
4. Be sure that the sound is "off" on any sound equipped locomotives, This may be done by making sure they are stopped at a point where there is no sound.
5. **Press red emergency stop button on shed.**
6. **Unplug power cord on side of shed and rest cord on shed wall projection.**
7. Replace the white doors on each end of train shed, securing with padlocks.
8. Cover up buildings...Apex Depot, Church and other buildings. Make sure lightweight framed building "tents" are weighted with tie plates.
9. Return handcar to green storage shed.
10. Remove lighthouse top (put in green storage building), and cover.
11. Return silver bridge structure to green storage building.
12. Unplug pump, remove feeder hose and return pump to green shed.
13. **Lock green shed using padlock.** Make sure that key hole is facing toward ground and do not push padlock too far up the U-shaped hasp.
14. **Return remote controls to tan shed. Make sure keys are return to hanging place on light switch. Lock tan shed and test doorknob.**
15. Make final inspection of site to ensure that everything is put away, all power is off and gates to enclosure are closed.
16. Check trash containers and empty into dumpster if needed.