

Water Shut Off Guidelines and Request Form

Note to Section I Owners/Residents: Due to the amount of problems we have experienced with faucets being left open during a Section I water shut off, and to minimize inconveniences to Section I residents, the **water for Section I is only shut off on Thursdays at or after 10:00 am.**

Please remember:

1. All requests for water shut offs are to be turned in to the management office by noon, 48 business hours in advance of work.
2. If there is more than one water shut off, water will be shut off in 15 minute increments.
3. The plumber/owner is responsible for **and must** contact the management office (301-493-5100) as soon as the work is completed. The water will be restored upon completion of all scheduled repairs, but no later than 3:00 pm. If repairs are not completed by 3:00 pm, the owner will be responsible for charges incurred for restoring water after hours.

REQUEST

Requested by: _____ Phone: (W) _____

Date of Shut Off: _____ (H) _____

Address: _____ Unit: _____

Area of Repair: Hall bath _____ Kitchen _____ Master bath _____ All _____

Repair to be Made: _____

Water to be Shut off at: _____ Time** (Beginning at 9:00 am)

**The water will remain off until all scheduled repairs are completed but no later than 3:00 pm.

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OFFICE USE ONLY:

Secure Water for: Tier _____ Whole building _____ Group of Bldgs. _____*

*Buildings _____

Are shut off valves located in someone's unit? No _____ Yes _____ * If so, they need to be notified.

Comments: _____