

## **GAS SHUT OFF PROCEDURE AND POLICY**

If it is necessary to shut the gas off to perform a repair, **you are required to notify Team Property Management PRIOR to the repair.** Courtesy notices must be posted 24-hours **IN ADVANCE** on all doors of the units being affected by the gas shut off. **There is a cost associated to this requirement.** The notices must include the date and time period the gas will be turned off to include your unit number and contact information For example: Gas shut off to Building 1234 – 12 October 2019 from 8AM to 11 AM. Tom Smith (714) 555-1212.

**If the repair is an unforeseen emergency and there is no time to post notices, you MUST IMMEDIATELY notify Team Property Management that the gas is going to be turned off. (714) 639-8484.**

\*\*\* NOTE: There will be no gas line repair work done during the weekend UNLESS it is an absolute emergency. Make sure your contractor knows this.

We live in a condominium community, not a single-family house. Many units will be affected if you turn off the gas without giving notice. Your actions will affect your neighbors.

**\* There will be a \$250 fine if these instructions are not followed.**