

WATER SHUT OFF PROCEDURE AND POLICY

If it is necessary to shut water off to perform a plumbing repair, you are required to notify Nancy in the Redwoods office or 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 water shut off. The notice must include the date and time period the water will be turned off to include your unit number and contact information (For example: Water shut off to Building 1234 – 12 October 2017 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 water is going to be turned off. (714) 639-8484.

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

There will be a \$100 fine if these instructions are not followed.