



Main Water & A/C Pump Shut Off Guidelines and Request Form

In an effort to establish guidelines to schedule services and to minimize inconvenience to residents, please adhere to the following notice guidelines:

Non-emergency water valve and AC pump shut off will only be on Wednesdays and Thursdays after 10:00 a.m. (no water leakage) Request form must be received 48-hours prior to scheduled work.

Urgent service (water leakage) must be scheduled Monday—Friday after 10:00 a.m. and request form must be received 24 to 48-hours prior to scheduled work. Must be verified by Board member.

If work is done after a unit shut off valve, service will NOT be turned off. If work is done at or before the unit shut off valve, then complete this form.

1. All requests must be received by a member of the Board allowing for 48 business hours notice in advance of work.
2. The contractor/owner is responsible for AND MUST contact a Board member before work commences to grant access to turn the water or AC pump off.
3. The contractor/owner is responsible for, AND MUST, contact a Board member as soon as work is completed. The service will be restored upon completion of all scheduled repairs, but no later than 3:00 p.m.
4. Any work which involves the interruption of service MUST be completed by a licensed and insured contractor and copy of contractor license must be submitted with this request form.

REQUEST

Requested by: _____ Unit #: _____

Phone: (cell) _____ (work) _____

Area of Repair: Kitchen Master Bath Hall Bath H/W Heater A/C

Repair to be made: _____

Service to be shut off at: _____ (Beginning at 10:00 a.m.) **

**** Service will remain off until all scheduled repairs are completed but no later than 3:00 p.m.**

All information provided is kept in strict confidence. Names, address and telephone numbers are kept confidential and maintained by the Executive Board for emergency Association use only.

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Official Use Only:

Received by: _____ Date: _____