

CASA BAHIA

POLICIES AND PROCEDURES

SUBJECT: Building Water Shutoff Procedure

PURPOSE: To document the building water turnoff and turnon procedures and assign responsibilities.

POLICY:

1. Since there are no individual unit water turn off valves, building residents must request authorization to turn off the building main water supply when necessary to accomplish repairs and/or replacement of the plumbing and/or plumbing fixtures in their units. Modifications require Board approval and may require a city permit. Homeowners must first obtain Board approval and then make a water turnoff request to the building management company, either in writing or by telephone, at least 48 hours before the planned water turn off.
2. In order to minimize the number of times per month the building water is shutoff, which is an inconvenience to the residents, the board has designated the second Wednesday and fourth Tuesday of the month as building water shutoff day. All homeowners must schedule any plumbing work which requires water shutoff on this day starting at 10:00 a.m. and completing before 3:00 p.m. This starting time is so that any unforeseen problems can be solved before the end of the day.
3. After obtaining management company approval, homeowners must post four (4) turnoff notices, one in each elevator and one on each lobby bulletin board, at least 48 hours prior to the turnoff (i.e., no later than Monday morning before 10:00 a.m.). Only the official Casa Bahia notice for is to be used (Attachment 1). The form may be obtained from the management company or a board member.
4. Residents must use a licensed plumber to accomplish the turnoff and turnon procedures. Bert Meli Plumbing (310-530-3427) may be used as they are familiar with the building system and have keys to the heater room. This will eliminate the need for the homeowner to coordinate access to the heater room with a board member so that the three recirculation pumps can be shut down.
5. In an emergency plumbing situation the homeowner should immediately contact the management company and/or a Board member, to receive authorization to immediately shut down the building water supply. An emergency situation is defined as running water from a broken water pipe or valve which is damaging property and which can only be stopped by turning off the building water supply. After authorization is provided and the water shut off, the homeowner must post 4 (four) emergency notices to alert the other residents as to the situation and the time when water will be restored. The homeowner's unit number and phone number must be on the notice.
6. There will be a \$50.00 charge for any additional shut off, other than an emergency, to offset the expense to the HOA for utility costs in water and gas.

RESPONSIBILITIES:

The Management Company

- Authorize the homeowner to turn off the building water.
- Provide the homeowner with the "Building Water Shutoff Procedure," P&P No. 5.

- Designate the first homeowner requesting permission to shut off the water as "lead homeowner" and their plumber as "lead plumber".
- Explain to the homeowner their responsibilities as "lead homeowner."
- Insure that the "lead plumber" designation is marked on the shut off notice.

Homeowner

- Must obtain authorization from the management company
- Must obtain and comply with the Policy and Procedure.
- Must use a licensed plumber for all work. If a plumber other than the building plumber, Bert Meli, is used, it is the homeowners responsibility to coordinate access to the heater room with a board member so the recirculating pumps can be turned off and restarted by their plumber.
 - If designated "lead homeowner" will be responsible for any damage to the building system or individual units due to improper turnoff procedure or premature water turn on.
 - Will be held liable and will be fined if their plumber fails to check in with the lead plumber or fails to provide the lead plumber with a signature after their work is completed.
 - Must post the approved shutoff notice on the bulletin boards and in the elevators 48 hours before the planned turn off.
 - Must obtain prior board approval if modifications are being made to the unit plumbing system. If in doubt, contact a board member or the management company.
 - Must obtain a city permit if any modifications are being made to the unit plumbing system. If in doubt, call the City of Redondo Beach, Building Permits, 310-372-1171
 - Must remove signs after water has been turned back on.
 - Will be held financially responsible for any damage or liabilities which occur due to improper turn off or turn on procedures.

Lead Plumber

- Will start work at 10:00 a.m.
- Will turn the building water system off at 10:00 a.m. and back on when all other plumbers, approved to work in the building that day, have completed their work. This will be assured by obtaining a written "sign-off" from each plumber on the "Lead Plumber's Sign Off Sheet" (Attachment 3) before turning the building water back on.
- May reassign "lead plumber" responsibilities to a secondary plumber if the lead plumber has completed his work but another plumber requires addition time to completed his work. Reassignment is accomplished by both plumbers signing the reassignment section of the "Lead Plumber Sign Off Sheet." Must assure that the plumber assuming the lead plumber responsibilities understands his responsibilities and the procedure for turning the water back on. Must immediately report the change in lead plumber to the management company.

Secondary Plumbers (i.e., a non lead plumber approved to work in the building)

- Will start work at 10:00 a.m.
- Will "Sign In" with lead plumber and provide cell phone number and estimate of completion time
- Will "Sign Out" with lead plumber when job is completed
- May assume the lead plumber responsibilities if they are to be the last plumber working in the building.

WATER TURN OFF AND TURN ON PROCEDURES:

1. Before the building water supply is turned off, the three water recirculation pumps must be turned off. This prevents the pumps from running dry and burning out. The three recirculating pumps are located in the locked Heater Room on G-1. The resident must make arrangements with the management company or a Board member for access to the Heater Room on G-1.
2. The turnoff switches for the first two recirculation pumps are located on the boiler, which are the second and third units to the left as you enter the Heater Room. The switch is on the front of the boiler. The turnoff switch for

the third pump is located in the far left corner on the street facing wall and is located below the electrical box marked "Equipment Room Sub panel." It is a single uncovered switch on the wall labeled "Recirc Pump." After all three switches are off, proceed to the main water valve.

3. The main water shut off valve for the entire building is located on the east (street side) wall of G-1, to the left of the garage gate, by parking space #162. To shut down the building water, slowly turn the big horizontal wheel on the red valve clockwise, which is located on the right side of the blue inline section of pipe. Keep turning the valve until it hits the stop. The building water is now off.

4. To turn the building water back on, reverse the shutdown procedure. Turn the wheel on the red valve counterclockwise very slowly one revolution and then wait 20 seconds. Turn the wheel one more revolution, then wait 20 seconds. Continue this procedure until the valve is all the way open. Slowly opening the valve this way will prevent the rush of water from blowing open a pipe or otherwise damaging the system. After the valve is all the way open, close it one revolution. Turn on all three recirculation pumps.

Date: _____

Attch 3 P&P #5

CASA BAHIA
LEAD PLUMBER SIGN OFF SHEET

THE LEAD PLUMBER IS:

NAME _____ COMPANY _____ UNIT # PHONE # _____ EST. _____
COMPLETION TIME

THE SECONDARY PLUMBERS ARE:

NAME _____ COMPANY _____ UNIT # PHONE # _____ EST. _____
COMPLETION TIME

1. _____

2. _____

3. _____

4. _____

5. _____

JOB COMPLETION SIGN OFF

NAME _____ COMPANY _____ UNIT # PHONE # _____ COMPLETION TIME SIGNATURE

1. _____

2. _____

3. _____

4. _____

5. _____

LEAD PLUMBER REASSIGNMENT

I am still working in Unit # _____ and I will assume the Lead Plumber responsibilities. I will not turn the building water back on until I have confirmed that all plumbers have completed their work and have signed this sheet.

COMPLETION TIME TIME