

CASA BAHIA HOMEOWNERS ASSOCIATION

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CASA BAHIA POLICES AND PROCEDURES

Subject: Emergency Procedures and Checklists

Purpose: To provide guidance for board members (and information for homeowners) as to what actions they need to take in the event of a building emergency.

Description: This Policy and Procedure covers the most common building emergencies. They are:

1. Power Outage
2. Water Leaks
3. Earthquakes
4. Fire and Fire Alarms

Policy: In the event of any building emergency, each board member has a responsibility in the duty to take action to:

1. Insure the safety of the residents.
2. Contain and minimize the damage.
3. Report the emergency to the proper authorities.
4. Assist the on-scene professionals.

In order to carry out the above responsibilities, each board member is expected:

1. To be familiar with all the building utilities and common area assets which includes knowing the location and function of the common area electrical switches and plumbing valves.
2. To have keys (and know where they are) to all the building common area rooms, utilities, electrical boxes and doors.

Attached to this Policy and Procedure are four (4) attachments which serve as **Emergency Checklists** and a listing of the **Building Utilities** for board members to use in responding to building emergencies.

5 Attachments:

1. Checklist-Loss of Building Power
2. Checklist-Building Water Leaks
3. Checklist-Earthquakes
4. Checklist-Fire and Fire Alarms
5. Building Utilities

**EMERGENCY CHECKLIST
FOR
LOSS OF BUILDING POWER**

CHECKLIST

- 1. Check Both Elevators**
- 2. Determine Source of Power Failure**
 - a. So Cal Edison (SCE)**
 - b. Bld Circuit Breakers**
- 3. Lock the Gate in Up Position**
- 4. Check Emergency Lights**

1. Check Both Elevators:

Check both elevators to determine if there any trapped residents inside. Your first step is to calm the occupants. Historically, if it is a California Edison problem, there is a 95% chance the power will be restored in less than an hour and a 99% chance it will be restored in less than two hours. Therefore, the occupants of the elevator need to be reassured that there is no danger and that they will most likely be freed in less than an hour.

There are emergency lights in the elevator and a phone that allows the user to connect directly to the elevator company. Tell the occupants to use the phone to report the fact that they are stuck in the elevator.

Try to determine if the elevator is at a floor or stuck between floors. If the elevator is at a floor then it is safe to try to force both the outer door and the inner elevator door open. It is recommended that this only be tried if the occupants have been in the elevator for over two hours. The danger in forcing the doors opened is that if the power comes and the elevator starts to move as the occupants are trying to get out to the elevator, they could be seriously injured if they are caught between the elevator cab and floor.

2. Determine the Source of Power Failure.

- a. SCE
- b. Building Circuit Breakers.

Southern California Edison: The source of the power failure is most likely SCE. To confirm, go outside and check the other buildings on the Esplanade to determine if they have also lost power. If they have, then it is a SCE problem. Call them (800 684-8123 Acct # 2034996595)and determine the nature of the problem and get their estimate as to how long the power will be out in our section of the city.

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Building Circuit Breakers: Check the Electric Room on G-1 for a failed main circuit breaker. You can visually tell if a breaker has been tripped because it will be in a different position than the other breakers in that row. If you find a tripped breaker just flip it to the "on" position. If only a particular floor or section of our building is without power, then check the circuit breakers in the Maintenance Room on G-1 and in the box on the south wall by the gate on G-1 using the same procedure. If none of the breakers appear flipped, try turning them all off and on. If this does not fix the problem, call the building electrician.

3. Lock the Garage Gate in the Up Position. The garage gate mechanism is equipped with a backup battery that allows the gate to operate without power for a minimum number of times. Board members have a key, which operates the garage gate power switch which is located on the lower right side (south) of the gate on the outside of a small white box. Take your key and turn the power switch to the off position. This will automatically activate the backup battery and raise and lock the gate to the up position.

The second way to raise the garage gate to allow residents to enter and leave the garage during a power out condition, is to remove the side cover of the drive mechanism located on the garage ceiling and turn the belt drive with the heel of your hand. This will very slowly raise the gate to the up position. This is a safe, but cumbersome and time-consuming procedure.

There is a third way to raise the garage gate but it is not recommended because of the dangers involved. Turn the power switch to the off position before using this method. The garage gate itself can be disengaged from the chain drive mechanism by squeezing the quick disconnect latch located on the arm that connects the gate to the drive mechanism. Once this is done, the garage gate is free to slide up and down on the outer tracks. The problem is the gate itself weighs several hundred pounds, and once disconnected from the arm, it is free to crash down on the people or cars below. It takes several people to manually raise the gate using this method and once in the up position, the gate must be either reconnected to the arm or firmly secured with rope to prevent it from inadvertently sliding down to the closed position. If you happen to be under the gate when this happens, you will not be a happy camper..

4. Check the Building Emergency Lights. The only time the effectiveness of our emergency lighting system can be checked is during a power outage. The emergency lights, should come on immediately after a loss of power and should stay on and from two to four hours. Within the first hour of a power outage, all the emergency lights and exit lights, should be on. In order to ensure that they are functioning properly, the entire building should be checked. This includes the lobbies, hallways, stairwells, and garage areas. Take a flashlight and some masking or colored tape and place a piece of tape on all the emergency lights and exit lights that are not working. After power is restored, contact the management company and report the number of lights that need to be replaced. The tape will mark the nonfunctioning lights for the contractor.

**EMERGENCY CHECKLIST
FOR
BUILDING WATER LEAKS**

CHECKLIST

- 1. Determine Source of Leak.**
 - a. Fire Sprinkler System**
 - b. Bld Water Supply**
 - Homeowner's Unit**
 - Common Area Pipes**

1. Determine the Source of the Leak.

a. Fire Sprinkler Water Supply: The first step is to determine if the water is coming from the fire sprinkler system since this will cause major building and unit damage in a matter of minutes. If water is flowing through the fire sprinkler system the building alarms should be ringing.

The building fire sprinkler system has a separate water supply and is not connected to the building water supply system. The Fire Department is normally required to shut off the sprinkler water supply either where it enters the building on the Esplanade or by turning off the individual sprinkler shutoff valves which are located in a cabinet on each floor.

If a sprinkler head has been inadvertently knocked off or activated by heat (other than a fire) the water damage will be extensive and quick action is required. If the alarms are sounding, an emergency signal has already been sent to our fire system monitoring company and they in turn, call the Redondo Fire Department on Pearl and Broadway.

Your first step, is to call the Fire Department to ensure that they have received the call from the fire system monitoring company. Even if there is no fire but an inadvertent activation of the sprinkler/s, the Fire Department can help contain the water damage.

You then need to verify whether we have an inadvertent fire sprinkler head/pipe problem, a false alarm or a real fire. If there is no fire danger but water is flowing from a broken sprinkler head, you can open the hallway cabinet on the floor where the sprinkler head has been activated and shut off the water supply to the broken head. The valve to shut off the fire sprinkler water will be chained so it cannot be inadvertently closed. If the Fire Department has not yet arrived, it is possible to cut or break the chain and close the valve so that the water damage is minimized.

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The chain can be broken by finding the link that has been scored and hitting it with a hammer or cutting a link using the bolt cutters in their maintenance room

Careless contractors are the primary cause of damaged fire sprinkler heads in the building which have caused major water damage. Although the Fire Department is equipped to provide major assistance so that the water damage is minimized, your quick action in turning off the water supply can save thousands of dollars worth of damage to units and the building.

Homeowner's Unit: The majority of the leaks in a vertically stacked building such as ours, originate in the homeowner's unit and is usually discovered when water seeps into the unit or common area below. It is not unusual for a leak to be in a homeowner's unit on the fourth floor and be observed leaking into a homeowner's unit on the second floor, skipping the third-floor entirely. This can occur because water runs downhill and can easily flow out 5 or 10 feet horizontally from the actual source before leaking down into a unit. If the leaking water intersects a vertical pipe, the water can easily flow down the pipe and past one floor before hitting an obstruction on the floor below. That is why you need to be prepared to check all the units in that particular vertical stack.

Finding the source of a leak is the most difficult part of solving a leak problem. Time is of the essence in minimizing property damage if the leak is major, such as a ruptured washer line in an unoccupied unit.

The most common sources of leaks in a unit are;

- a. Malfunctioning/overflowing toilet.
- b. Leaking backstop valves behind a wall.
- c. Leaking washer fill valves.
- d. faucets left open during a building water shutoff event.
- e. Dried-out or missing grout around tubs and showers.
- f. Blocked drains.

The first step is usually to check the unit above where the leak has been observed. Check your building layout plans to determine what unit is above the leak and where the kitchen and bathrooms are in that unit to confirm that this is a likely candidate.

Getting into the unit to check for leaks is usually a problem because the owner/resident is likely not be home. If you're not positive the leak is coming from the unit, skip it and check the unit above. It's also possible that the leak could be coming from a unit adjacent to the one that is suspected of having the leak. Knowing where the kitchen and bathrooms are in each of the units (since there is a high probability that this will be the source) should help in narrowing down the likely source of leak. Again, consult your building layout.

The first step in getting into an unoccupied unit is to check the Owners List to see if they have left an emergency key to their unit with someone else in the building.

Next, call the resident if it's a rental unit or the owner or their management company, if they have one. We should have both work and emergency phone numbers for them in our Owners List. Owners are normally very cooperative if they think their unit is being flooded. Owners have been known to get their unit opened in 30 minutes or less under these circumstances.

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If neither of these approaches work, you can either call a locksmith or if the leak is really major, turn off the building water using the main valve on G1. Using the latter approach will allow the water to leak until the pipes in the building are drained. This usually takes 20 to 30 minutes, however, you can expedite the process by opening faucets and drain valves in the building, on G4 and in individual units. Locksmiths usually take one to two hours to appear so this usually is the slowest method.

If you've got a panicked homeowner/resident on your hands because water is leaking down into their unit, you should do your best to calm them while helping them move furniture away from the wet area, and also place buckets to catch the water. If water is leaking through the ceiling, take a knife or screwdriver and open a small hole in the ceiling to allow the water to drain out. This will minimize the damage to the ceiling and allow the ceiling to dry more quickly once the leak has stopped. There are plastic drop clothes in the maintenance room which can be used to protect furniture.

Common Area Pipes: Most leaks in the building have been caused by homeowners and their failure to maintain their appliances and water valves (i.e.backstop) in their units.

When a common area pipe does leak it is usually the cast iron pipes in the wall or garage that will develop pinholes or cracks due to age. Leaks can also occur when common area drains and/or pipes become blocked and the water backs up into the units. Fixing these type of problems usually require large sections of the wall or ceiling to be opened up in units in order to find and then repair the leak.

It is not unusual to have leaks in the walls go undetected for long periods of time and when it is finally found it usually requires expensive and extensive mould treatment.

The only defense we have against these type of leaks is to ensure that the Board is implementing an aggressive plumbing maintenance program that includes cleaning out the common area vertical and horizontal lavatory and kitchen pipes on an annual basis.

**EMERGENCY CHECKLIST
FOR
EARTHQUAKES**

CHECKLIST

- 1. Preparedness**
- 2. Earthquake Gas Shutoff Valves**
- 3. After the Shaking**
- 4. Evacuation**

1. Preparedness. Southern California has thousands of earthquakes each year. A few are damaging, but most are not even felt. The amount of ground shaking an earthquake depends on the magnitude, the distance from a fault, and the local soil conditions. Earthquake damage and loss can be limited by steps taken before, during and after. Most of the losses in earthquakes are from objects that break or fall on people causing injury as opposed to collapsing buildings. There are seven steps the board, and residents can take to reduce the risk of being injured or killed in an earthquake. The steps outlined below are discussed in great detail in a 2006 publication from the Southern California Earthquake Center (SCEC). This handbook can be found at www.earthquakecountry.info:

Before

1. Identify potential hazards in the building and in condo units.
2. Create a disaster plan.
3. Create disaster supply kits.
4. Fix potential problems.

During

5. Drop, cover and hold on.

After

6. Check for injuries and damage.
7. Follow disaster plan.

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2. Earthquake Gas Shutoff Valves. The main manual shutoff valve for the building gas supply is located outside the east side of the building about 30 foot north of the gate as you stand on the sidewalk in front of the building. The gas supply to the building can be shut off by manually turning the valve which is located just below the gas meter.

Adjacent to this valve in the same gas line, is an automatic earthquake sensor valve which will automatically turn off the building gas supply when the sensor detects shaking in excess of 5.3 on the Richter scale. Should an earthquake trigger this valve it is recommended that the gas not be manually turned back on until the Gas Company is notified and can conduct an inspection of the building to ensure that there are no broken or leaking gas lines.

The problem we will have is that in an earthquake of this magnitude the Gas Company will be very busy and may not be able to conduct the safety survey of our building for several weeks. During this time we will be without hot water.

3. After the Shaking. First take care of your own situation. If it's been a bad quake, chances are you'll be on your own for the first few hours as rescue units will be overwhelmed. Implement your emergency plan and remember aftershocks may cause additional damage or items to fall so get to a safe location. Take your disaster supply kit.

Once you're safe, it's time to help others and check for damage. Do not move seriously injured persons unless there is an immediate danger of further injury. Provide medical assistance and get medical help for the seriously injured.

Check your condo and the building for:

a. Fires: If possible, put out any small fires, don't wait for the fire department. There are fire extinguishers in the hall on every floor.

b. Gas Leaks: Shutoff the main gas valve (if it is not already off) only if you suspect a leak because of the odor or the sound of leaking gas. Do not turn the gas back on yourself, call the Gas Company and wait for them to check for leaks.

c. Damaged Electrical Wiring: Shutoff the power to your condo or to the building at the main breaker switch,(located by your electrical meter in the garage for your condo and in electrical room on G-1 for the building) if there is any visible damage to the electrical wiring.

d. Broken Lights and Appliances: Unplug these as they could start fires when the electricity is restored.

e. Structural/Masonry Damage: Stay away from block walls as they may be weakened and could topple during aftershocks. Don't use your fireplace.

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f. Water Leaks: If you observe water leaking from the pipes supplying or carrying the main building water, shut off the building water using the valve on the east wall of G-1.

g. Downed Power Lines: If you see downed power lines, consider them energized and stay well away from them. Keep others away from them. Report this to the SCE or call 911.

If it is not necessary to evacuate the building but some of the utilities are off, special care must be taken not to cause additional damage. Until the building is cleared and it has been determined that there are no gas leaks, open flames must be avoided. Do not use lighters, matches, candles or grills or mechanical devices that can create a spark, such as light switches, generators and motor vehicles. Gas lanterns or heaters, gas or charcoal grills or gas generators should never be used indoors as they released deadly CO and can also be a fire hazard.

Check on the condition of your neighbors. If the power is off, plan meals to use up refrigerated and frozen foods first. Food in the freezer should last for a couple days. Contact our insurance company to begin the claims process.

4. Evacuation. If your condo or the building is structurally unsafe or threatened by fire or other hazards it will be necessary to evacuate. However, emergency shelters may be overcrowded or initially lack basic services, so do not leave just because the utilities are out of service in the building or there is some visual damage.

If you determine that it is necessary to evacuate the building, a roster should be kept of who is leaving and where they are going. If possible, the following items should be taken when you evacuate:

- Disaster Supply Kit.
- Medications and eye wear.
- Water, food and snacks.
- Sleeping bags, blankets and pillows.
- Jacket and change of clothing.
- Towels.
- Personal identification and insurance information.
- Money.
- Pets (may not be taken emergency shelters).
- Portable radio.
- Cell phone.

Turn on your portable or car radio for information and safety advisories. Call your out-of-area-contact let them know what your status is and where you're staying.

**EMERGENCY CHECKLIST
FOR
FIRE AND FIRE ALARMS**

CHECKLIST

- 1. Determine if the Fire is Real or a False Alarm.**
 - a. Fire Alarm System Information
 - b. Check Electric Room G-1
 - c. Check Fire Enunciator Panels
 - d. Check All Floors
- 2. If Fire is Real:**
 - a. Call Fire Department
 - b. Meet Fire Department
 - c. Alert Neighbors
 - d. Evacuate Building
 - e. Assist Fire Department
- 3. If False Alarm:**
 - a. Turn off Fire Alarm
 - b. Investigate Cause
 - c. Change Procedures to Eliminate Cause.

1. Determine if the Fire is Real or a False Alarm:

a. Fire Alarm System Information: The fire alarms will go off when one of two conditions exist;

(1) either there is water flowing in the fire sprinkler pipes and the sensors in the pipe have detected this condition and triggered the alarm

(2) or a contractor is testing the fire alarm system and has triggered the alarm from the alarm box in the electrical room or he, or a homeowner, has triggered the alarm from a remote station somewhere in the building.

When the fire alarms are activated a signal is automatically sent to our fire alarm company Dispatch Center (1-800-228-0580 or 310 228-0580). They in turn, will call the

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Redondo Beach Fire Department (310 379-5416)and fire trucks will be dispatched to our building.

In 99% of the cases when the building fire alarm goes off it is because a contractor is working either on the fire sprinkler system or the fire alarm system and has inadvertently triggered the alarm system.

b. Check Electrical Room G-1: If you know that a contractor is working on one of these two systems in the building then the first step is to check with the contractor to confirm that he has triggered the alarms by mistake. If you have no knowledge that a contractor is working in the building then check the electrical room on G 1, where the fire alarm system boxes are located, to see if a contractor has made an unscheduled visit to the building and is testing the system.

If there is water flowing in the fire sprinkler pipes then we have a major problem that requires quick action even if there is no fire. Water damage will be extensive if a fire sprinkler head has been activated. Most of the time the cause of an activated sprinkler head is not a fire but rather a mistake by a contractor working in a homeowner's unit who has either knocked a sprinkler head off or inadvertently heated the element causing the sprinkler to activate.

c. Check Fire Enunciator Panels. Before going floor to floor to determine if there is a real fire or just a broken sprinkler head, check the both Fire Enunciator Panels located outside the building on the 555 and 535 entryways. These panels will indicate on what floor in the building the fire sprinkler system has been activated. As you approach this location in the building it should be obvious if the fire is real from the smell and the smoke. It also should be obvious if the alarm was triggered by mistake by either a contractor or a homeowner because you will more than likely encounter them in a panicked state due to the rising water on the floor.

d. Check All Floors. If there is a fire, call 911 immediately. If there is no fire but water is flowing from the fire sprinkler system, call 911 immediately. The Fire Department will turn off the fire sprinkler water and assist in the water cleanup.

If there is no fire and no water flowing you may consider shutting down the alarm system. However, it is likely the Fire Department is already on its way to the building and they should shut down the alarm system. If you need to shut down the alarm system, see paragraph 3 (a).

2. If the Fire is Real:

a. Call 911 immediately.

b. Meet the fire department on the Esplanade and direct them to the location and source of the fire.

c. Alert as many of the residents as you can (without endangering your life) to the fire hazard and assist them in **evacuating the building as necessary**. Check both elevators to ensure that no one is trapped in the elevators.

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d. Assist the fire department if requested.

3. If False Alarm:

a. Turn off the fire alarm. The fire department should have responded to the fire alarm, and once they have determined that there is no fire, they should have turned off the building fire alarm. If this did not happen then it may be necessary for you to turn off the fire alarm.

The fire alarm bells can be turned off by accessing the red fire alarm box in the electrical room on G-1. Using your board key, open the red alarm box that has the small clear glass window in it. On the right side of the circuit board you will see two switches marked Zone 1 and Zone 2. Slide both switches to the off position, this will stop the alarms from ringing. Note that if water is flowing in the fire sprinkler pipes the alarms cannot be reset and the "trouble light" will remain lit.

To turn the alarm bell system back on, push the "Reset" button on the circuit board, and then slide the Zone 1 and 2 switches to the on position. This should reset the entire system. If the red trouble light remains on, there is some other problem with the system and you should call the fire alarm system contractor to come out and check the system.

b. Determine the cause of the false alarm. This step is important so that future false alarms can be eliminated. False alarms are bad in two ways. First, residents become conditioned to the alarm bells ringing and fail to take actions which could save their lives if there were a real fire. Secondly, it costs the Association money in fine penalties from the fire department when they have to respond to false alarms. These penalties can escalate to hundreds of dollars.

As previously stated, contractors are the most likely culprits. However, if it is not obvious what happened it may be necessary to call the alarm company in order to establish the time the alarm went off and who, if anybody, was working in the building at that time.

c. Change Procedures to Eliminate Cause. Change the policies and procedures as necessary to eliminate, or at least minimize, the number of false alarms we are likely to have in the future.

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Attachment 5

EMERGENCY PROCEDURES **BUILDING UTILITIES**

Board members should familiarize themselves with the location of all utilities in the building so that during emergencies they are able to respond appropriately. The operation of selected utilities, such as shutting down the building water system, are described in the specific Policies and Procedures documents.

The following is a brief summary of our building utilities:

1. Hot Water/Heater Room.

This room is located on G1 and contains the hot water heater, the hot water storage tank, the hot water controller (a computerized system for optimizing and controlling the hot-water heater), the two hot water recirculation pumps, the Jacuzzi heater, the three Jacuzzi jet pumps, the Jacuzzi sub panel circuit breaker box, the two on/off switches for the recirculation pumps, the timer box for the Jacuzzi pumps, a timer for the Jacuzzi filter motor and a timer for the Jacuzzi pool light.

2. Maintenance Room

This room is located on G1 and contains our building supplies (i.e. lights, paint, fixtures, etc.), the maintenance phone and answering machine, ladders, chairs, a bolt cutter, and the garage surveillance TV system. There are two timers for the outside building lights and circuit breaker box # 1 for the building hall lights, lobby, garage and pool light.

3. File Room

This room is located off the first-floor 535 stairwell by the elevator. It contains almost all the board packages since the Association was formed. Building plans and legal files are also in this room.

4. Electrical Power Room

This room is located in the northeast corner of G1. It contains the fire alarm panel and the main building power bus which includes the elevator power, garage exhaust

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fan power, and stairwell light power. There is also a timer for the 535 outside entrance lights and electrical meters for units 301-602.

5. Weight Room

This room is located off the first-floor 555 stairwell by the elevator. It contains some very basic and well used exercise equipment. A liability release must be signed before keys are issued to homeowners.

6. Sub panel #2 Circuit Breaker Box

This box contains a relay for the outside building lights and the garage gate. Next to this box is a timer for the 555 outside lobby lights. Both boxes are located on the south east wall of G1 near the gate.

7. Automatic Gate Opener

Three electrical boxes that control the gate mechanism are located on the south wall by the gate. The top box, of the two boxes that are located together, contains an on-off power switch for the gate. This requires a key. There is also an on/off switch next to the motor on the ceiling which is locked. The gate has an automatic eye that stops the gate from closing when there is an obstacle that deflects the beam. There is also an underground electromagnetic loop that will stop the gate from closing when a car is sensed under the gate. Should there be a power failure, an emergency battery will allow the gate to operate for a few cycles. It is important that a board member lock the gate in the up position before the battery power runs out.

8. Building Gas Supply

The main shut off for the building gas supply is located outside the east side of the building about 30 ft. north of the gate as you stand on the sidewalk in front of the building. The shutoff valve is in the gas line below the meter. Also in this line is an earthquake automatic shutoff valve. The building gas will automatically be turned off if the earthquake sensor detects shaking in excessive 5.0 on the Richter scale.

9. Building Water Supply

The building water supply shut off valve is located on G1 by space # 162. The building water is shut down by slowly turning the right hand wheel clockwise. Prior to shutting down the building water, the two hot water recirculation pumps must be turned off to prevent them from burning out. A partial shut off of the building water for the units on the west side of the building can be accomplished by turning off the three water valves located on the G-4 ceiling by the foot of the car ramp.

10. Garage Ventilation System

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The ventilation system consists of separately controlled fans on G1, G2 and G3. The fans are automatically controlled by carbon monoxide sensors on each of the four levels of parking. Each fan has its own on/off switch and should be checked monthly to ensure no one has inadvertently turned the fans off. If the CO on any floor exceeds a safe level, a white flashing light will come on and stay on until a safe level has been achieved on that level.

11. The TV Cable and Satellite System

The building is wired for cable and satellite TV. There is also an original building roof antenna system that is connected to the TV wall plates in each unit. The amplifiers for this system is located behind access panels in the hallways on levels five and six. There are cable junction boxes and satellite cable junction boxes located on G1 and G4. The cable company owns the cable TV cables in our building while the Association owns the satellite cables. The City has a contract with Time Warner to maintain the cable system and the Association has a contract with Consolidater Smart Systems (was MultiBand until March 07) at 800 954-3434 to maintain our building DirecTV satellite system until 2008.

12. Landscape Irrigation System

The timer/controller for the irrigation system is located on G1 next to the building water turn off valve by space #162. The system consists of seven stations around the building each with their own turn off valves located in the ground. A map of the system may be found in the file room. The main water shut off for the system is located in the northeast corner of the property 3 ft. from the sidewalk in the bushes.

13. Telephone Terminal Box

This antiquated junction box is located on the east wall of G1 to the right of the garage gate. Also located in this area is an amplifier box for the TV satellite system and Fire Alarm System Automatic Dialer Box which alerts the Fire System Monitoring Company in the event of a problem.

14. Electrical Meters

The electrical meters for units 100 -- 300 are located on G4 opposite parking space #62. The meteors for the other units are located in the electric power room on G1.

15. Sump Pump

There is an immersion sump pump in the garage G4 drain across from parking space #59. The off/on switch to the pump is located on the wall across space #60.

16. Elevator Control Rooms

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There are two control rooms on G4 adjacent to each elevator. The control rooms contain the switching electronics and hydraulic pumps for the elevators.

17. Building Ventilation System

There are two ventilation fans on the 555 roof and the 535 roof. There are intake and exhaust motor fan units on each roof. These units supply fresh air to the building halls. There are fresh air vents adjacent to the elevator on each floor. These units should be lubricated twice a year and the belts replaced every 2 years.

18. Bicycle Storage Rooms

There are five (5) bicycle storage rooms in the building, one on each garage level and two on G-4. To use any of the storage rooms, residents must register their bicycle with the board, obtain a bicycle sticker and obtain a key to the storage room. A Policies and Procedures outlines his procedure.