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		AWPP028
Adopted: 11/10/15	Version: 1.0	

The policies set forth herein are directives adopted by the Allure Waikiki AOUO Board of Directors to be carried out accordingly by the Allure Front Desk Ambassadors and the Management Office. If you have any suggestions on how to improve a policy or procedure, please put them in writing and they will be reviewed by the Board. Unless and until the Board votes to revise them, you must comply with current policies and procedures, otherwise notifications and/or fines may be issued to your Unit. The purpose of this policy is to establish a uniform set of guidelines and procedures which will be used by the Management Office and Front Desk Ambassadors to decrease the likelihood of issues and to promote the safety and security of all Employees and Residents since our resources are limited. The rules and regulations set forth in this policy supersede and replace all rules and regulations set forth previously.

Unit Water Shut Off and Maintenance:

In general, water can be turned off to the Unit via the water shut-off valve located by the water heater in the Unit.

This shut-off valve must be exercised at least twice a year as per required maintenance.

Effects of Deferred Maintenance:

Failure to properly exercise the valve may result in the shut-off valve freezing in the open position, making it difficult or impossible to close.

This presents a serious potential flood hazard, as the water can not be immediately stopped in the event of a water leak situation. Therefore, repair of frozen valves is MANDATORY, and must be done timely.

Riser Water Shut-off:

When water to the Unit can not be shut off, it is then necessary to shut off the water at the riser. These risers serve 6 floors, therefore water will be shut off to approximately 60 Units at a time. Therefore, there is a \$300 penalty for a riser water shut-off. This penalty will also cover the costs that the Association occurs as a result of the shut off.

When scheduling a repair that requires a riser water shut off, be sure to give Management at least 4-days’ notice so that the other affected Residents can be properly notified. Preferred shut-down hours are between 9 AM and 11 AM, Monday through Friday.