Submit by Email Print Form

WATERGATE COMMUNITY ASSOCIATION

8 CAPTAIN DRIVE
EMERYVILLE, CALIFORNIA 94608 / (510) 428-0118 FAX: (510) 428-0379

WATER SHUT OFF REQUEST

Date: _____

To: Watergate Community Association
8 Captain Drive
Emeryville, CA 94608

I hereby request a 48-hour advance notice for a water shutoff to repair/upgrade the plumbing within the unit cited below:

Unit _____ requests a water shutoff on (*date*) _____

from _____a.m./ p.m. to _____a.m./ p.m. The scheduled work to be done is described below (Identify specific fixtures and location of work planned.):

_____

_____

_____

I understand that I will contact the WCA office at the above time when I am ready to have the water turned off. Someone from the Maintenance Department will then be sent to show me and/or my contractor the location of the shutoff valve. The Watergate Employee will not shut off or turn on any valves. I, the homeowner of the unit stated above, will be responsible for supplying my own ladder and any other necessary equipment needed in order to access and operate the valves.

I will notify the WCA office as soon as I have turned the water back on.

_____ _____
Owner's Name/Date Contractor's Name/Date

_____
Home Phone Number/Work Phone Number

****

INTERNAL USE ONLY

Circle that which applies: **Kitchen** Stack **Bathroom** Stack

UNITS INVOLVED: _____

WATER SHUT OFF NOTICES DELIVERED TO: _____

C.C. NOTICE TO:

- **WCA MAINTENANCE & WATER SHUT-OFF CLIP BOARD** **YES** / NO
- **ORIGINAL NOTICE TO UNIT FILE** **YES** / NO