

Anthony Wayne Building

Water Shut Off Locations & Considerations

Issued June 2018

Residential Owners, Commercial Owners, and Tenants:

There are situations where water may or should be turned off, either for your individual condo or for the entire floor. Most notably, those include if there is a sudden uncontrolled water leak in your condo, in a common area, or coming into your condo from another condo or a common area. An uncontrolled water leak requires quick action. Although Management will act as quickly as possible, since you are on site, you may wish to familiarize yourself with where water shut-off valves are, both for your unit and for your floor. If the leak is within your unit, shutting off that water will suffice; if the leak continues, then the entire floor should be shut off. Please contact Management as soon as you are aware of even a small water leak.

On a more discretionary basis, if you are going to be away from your condo for a prolonged period of time (such as a week or more), you may lessen the chances of a damaging water leak if you turn off your individual water valve while you are absent. We leave this to each resident to determine. Please note that a humidifier you have installed may not operate if you turn off your water while away.

Following are the ways to turn off the water lines.

Shut off individual water lines

All condos have a mechanical room. The water shut off valves are in a different location for each condo and in a small number of cases the plumbing contractor placed them in the ceiling or a place difficult to reach. In most cases, there will be two (2) valves to stop all water flow to the condo but some have three (3). Where possible, management has marked with green tags "suite ___ water shut off 1 of 2 (or 3)." All three must be turned to the "off" position in order to completely shut off the water to the unit. The water shut off valves for each condo looks something like the following:



The water is “on” if the valve is parallel with the water line. Pull the water valve perpendicular to shut the water main “off.” If you are turning the water back on, Management suggests you do it slowly so that the pipes receive the new water pressure gradually... slowly as in over the course of a minute.

Shut off entire floor

In the event there is a water leak that is not contained by shutting off the water to an individual unit, it may work to go to the main mechanical room for your floor, and shut off the water main for the entire floor (it too is marked with tags). If the leak stops, it’s located on your floor. Please note that the main shutoffs are all placed high up near the ceilings of the main mechanical rooms for the floors, so not easily reached, and two of them were placed behind ductwork. To aid Management in acting quickly, we have placed ladders nearby so that Management does not need to take the time to bring a ladder to the floor. You may but are not encouraged to use the ladder yourself to turn the water off for the entire floor.

Proceed to call Water Out, 260-489-2070 and Management if you haven’t already.

Notes

1. If you do not understand how to shut off the water, want help with locating the valve, or would like to locate the floor shut off, you may set up an appointment with Gerry Ehle (and Gerry may be able to determine whether your humidifier is placed in operation in such a place that it will not work if water is turned off).
2. As a side note, as to the ladders, if you have a short self - home repair or improvement project you are pursuing, feel free to use the ladder on your floor if needed, but return it each day and overnight when not in use. Please note that if you use the ladder for your personal use, you do so at your own risk, of course.

AWB Board of Directors