

POWER SHUT-OFF POINTS

Do you know how to shut them off in the event of an emergency situation?

They are:

WATER...ELECTRICITY...GAS...FURNACE... HOT WATER TANK...SUMP PUMP

WATER – There is a shut off valve (in most cases it looks like a regular water valve that is used for connecting your outside hose, in my unit it is round and red). It is located somewhere in your basement, if you have a basement, or in the utility room, near the



hot water tank if you have a single level unit. Double check, it could be elsewhere because all the units were not built alike. Turn it clockwise to turn the water off. Water seems to be the main concern because of water leaks and the damage water can do to your unit and possibly your neighbor's unit. If you have any questions about the water shut-off valve or where it is located, call your maintenance department for assistance.

ELECTRICITY – There is a wooden box located on the outside of your building. In this box there are glass electric meters. There should be a black lever type circuit breaker right below the meter. Move it sideways to disconnect the electrical power. On some units the main electrical circuit breaker may be located directly on your electrical distribution panel (circuit breaker box) inside your unit. It is usually located just above the other smaller circuit breakers. Move it downward to disconnect the power. Double check, all the units were not built the same. If you have any questions about the electrical shut-off circuit breaker, or where it is located, call your maintenance department for assistance.



Meter Box Outside



Electric Meter and
Main Circuit Breaker



Circuit Breaker Box
Inside House

GAS – The gas shut off is usually located directly below the gas meter on the outside of the unit. This is usually in the patio area or on the side of the unit somewhere. It looks like a stubby lever with a square hub coming out on top of the lever. Turn it counter-clockwise to turn off your gas. The gas supply is usually not a problem, unless someone is installing a new gas line in your unit, in which case they will know what to do. If you have any questions about the gas shut-off valve or where it is located, call your maintenance department for assistance.



Gas Meters – Located outside
Usually on someone’s patio



Gas Meter Turn-Off Valve
Located under gas meters

FURNACE – If you have a furnace problem.....There is an electrical turn off switch located on the side of your furnace. It looks just like a light switch. Turn it downwards to disconnect the electricity from your furnace. This will shut your furnace off. Call for professional help. The yellow pages list a lot of emergency furnace services. Furnaces are a co-owner responsibility. The furnace also has a gas supply pipe that colored black. It has a turn off lever near where the top of the pipe comes into the furnace. To turn it off, turn the lever so that it is perpendicular to the pipe (it will look like it is sticking out.)



Furnace Electrical and Gas Shut-Off Points

Gas – Black pipe and red handle.....Electrical - Looks just like a light switch

HOT WATER TANK – If your hot water tank springs a leak.....you can turn off the cold water line that feeds water into your tank. The cold water shut off valve is usually located directly above the tank. It looks like a garden hose valve. Turn it clockwise to turn off the water supply. That will keep the water from refilling your tank. The leaking will only continue until the tank finally empties out. Call for professional help. The yellow pages list a lot of hot water tank emergency services. Hot water tanks are a co-owner responsibility. Also, the hot water tank also has a gas supply pipe that colored black. It has a turn off lever near where the top of the pipe comes into the tank. To turn it off, turn the lever so that it is perpendicular to the pipe (it will look like it is sticking out.)



Water Line is Copper Pipe (Upper Right)
Gas Line is Black Pipe (Center Left)



Water and Gas Lines Turn Off Knobs
Red is for Gas.....Blue is for Water

SUMP PUMP – If your unit has a basement, the sump pump may be located in the basement of your unit. Because of the way 4 units are usually built together, only 1 basement will have the sump pump. Check to see if your unit has a sump pump. If it does, test it monthly to make sure it works. In most cases there is a small switch located directly on the sump pump unit, or connection box, which was put there for testing. Turn it on for a few seconds (it should turn the pump motor on) then turn it off. If it doesn't work (if the pump doesn't turn on), call the maintenance department. Never turn off or unplug your sump pump. It could cause everyone's basement to flood. If you are unsure of what to do.....call maintenance. The sump pump is very important! Sump pumps are maintained by your condo maintenance department. Some buildings in Glen Haven do not have sump pumps.

Sump Pump photos are on the next page.



There are 2 types of sump pumps. One type sits on the floor and the other type is mounted in the hole itself.

In the case of any emergency you can always call the Country Place or Glen Haven EMERGENCY maintenance number for help.