

Verbal Description of Basement Water Cut-off Location and Signage

A. Location

Main Water Supply Cut-off Valve – located in the toolroom, directly ahead of you as you enter the door.

Main Hot Water Supply Cut-off Valve – actually 2 valves; located in the boiler room at the top of each of the two water heaters.

Valves for Tier #1 – located in the crawlspace; separate locations for bathroom and kitchen valves.

Valves for Tier #2 – bathroom valves are located in the hallway, kitchen valves are located in the crawlspace.

Valves for Tier #3 – valves are located in the boiler room; slightly separated locations for the kitchen and bathroom valves; kitchen valves are located very near the upper right-hand corner of the vented window, bathroom valves are located above the top of the left-hand hot water heater. They are accessible by climbing a ladder set against the wall directly below the vented window.

Valves for Tier #4 – located in the living room of the Resident Manager's apartment; kitchen valves on the pipes running from left-to-right across the ceiling near the right wall; bathroom valves to your immediate upper right about 4 ft. (hot) and 5 ft. (cold) from the apartment entrance.

Valves for Tier #5 – the kitchen hot water valve is located in the kitchen of the Resident Manager's apartment; **there is no valve for the kitchen cold water**; the bathroom valves are located in the hallway opposite the elevator above the cable connection box (**those valves are shared with tier #6 bathrooms**).

Valves for Tier #6 – the kitchen valves are located in the crawlspace; the bathroom valves are located in the hallway opposite the elevator above the cable connection box (**those valves are shared with tier #5 bathrooms**).

Valves for Tier #7 – located in the crawlspace; two valves, hot and cold, each servicing both bathrooms and kitchens.

Valves for Outside Hose Connections – two in the crawlspace, one in the boiler room near the tier #3 valves, one in the kitchen of the Resident Manager’s apartment.

Valves for the Laundry Room Sink – located against the laundry room wall above the laundry room sink and near the sink faucets.

B. Signage

1. All main water supply and tier valves are labeled with clip-on plastic identification badges taped shut with scotch tape.
2. All crawlspace tier valves have strings attached to them which lead back to the crawlspace door and end there with labeled identification badges. Tier strings for tiers #1 & #2 end immediately above the door, tier strings for tiers #6 & #7 end at upper right about 3 ft. from the door.

C. General Comments

Keys – Accessibility to all tier cut-off valves depends on the availability of keys to the boiler and Resident Manager’s apartment. Currently they are hanging in the laundry room.

Turning the Water Off – Unless it is an emergency, turning off the water should be done by a plumber and residents whose water supply will be affected should be given advanced notice. In an emergency situation in which bathroom water supplies must be turned off without advance notice, **turn off the hot water first!** It is better for someone taking a shower to be frozen rather than scalded.

Turning the Water On – this should be done **very** slowly, so that drastic increases in water pressure do not produce leaks or burst pipes. After the water is turned on, all toilets with Sloane valves must be checked to insure the Sloane valve membranes have not been displaced by water pressure changes. All this is best done by a plumber.

Practices by Residents to Prevent Plumbing Clogs –

- Refrain from flushing down the toilet anything other than toilet paper.
- Refrain from using any type of corrosive degreaser, such as “Draino” or “Plumber’s Helper”. These chemicals corrode the pipes in which they are placed and hasten their decay. Snaking out blockages is the non-corrosive way to go.
- Replace any plumbing in any apartment which is not “up to code” (in other words, illegal).