

# Riser Shutdown Request

Riser shutdowns are performed on Tuesday, Wednesday, and Thursday of the week **ONLY**. They are performed from 10:30 a.m. to 11:00 a.m. The resident must contact the Management Office promptly at 10:30 to inform us that you are ready for the water to be turned off. MAINTENANCE WILL NOT BEGIN A RISER SHUTDOWN UNTIL THE RESIDENT HAS CONTACTED MANAGEMENT AT 10:30 A.M. Requests for a riser shutdown must be made with the Management Office at least 48 hours in advance to process the application and alert residents.

There is a charge of \$75 for the shutdown. If the shutdown should go past 11:00 a.m., additional charges will apply.

Owner Name: \_\_\_\_\_ Unit # \_\_\_\_\_  
(Please Print)

Plumber: \_\_\_\_\_ License #: \_\_\_\_\_

Only licensed plumbers are allowed to perform water shutdowns. You must attach a copy of the plumber's license and their certificate of insurance naming Marina Towers Condominium Association as additional insured.

**Reason For Shutdown:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Bath or Kitchen: (please Specify):** \_\_\_\_\_

I confirm that I have read and understand the procedures for water shutdowns.

Signature of owner: \_\_\_\_\_ Date: \_\_\_\_\_

Home: \_\_\_\_\_ Work: \_\_\_\_\_