

NON-EMERGENCY PLUMBING REPAIRS 3RD WEDNESDAY OF EACH MONTH

The **third Wednesday of each month** is the dedicated day for Pines residents to make any non-emergency plumbing repairs to their units. Half or the whole property could have the water off on that day – depending on work scheduled. If you plan to schedule plumbing repairs on the third Wednesday of the month, please follow the steps recommended below:

Please contact the on-site office at 713.468.8412 or send e-mail to the office at the.pines@sbcglobal.net stating that you have scheduled plumbing repairs for your unit. Please indicate the approximate time the job will take time to complete.

If repairs are scheduled, the water will be turned **off at 9:00 a.m.** and will be turned back on **at 2:00 p.m.** Please make arrangements with your plumber to begin work as close as possible to the time the water will be shut off.

To avoid delays, please make sure your plumber has all the parts required for the job.

Contact the on-site office 713.467.8412 when the plumber has completed his work.

Non-emergency plumbing repairs can only be made during normal business hours.

Only our maintenance staff is permitted to turn the water off.

The water will not be turned off unless repairs are scheduled.

The Association will not be responsible for any water damage to your unit or adjoining units, personal belongings, etc. if flooding was caused due to neglect in notifying the Association you had scheduled plumbing repairs.

Maintenance will NOT turn the water off on any other day unless there is a plumbing emergency.