

Gervin Management & Realty

1280 Route 46, Parsippany, NJ 07054
973-335-5587

WATER SHUT OFF PROCEDURE

Effective immediately, the following procedure must be followed if you require Gervin Management to shut off water in order to perform any plumbing work/repairs in your condominium at Manor Condominium Association.

- Gervin Management must be notified a minimum of 48 hours prior to the day your **LICENSED** plumber requires the water shut off.
- Water can only be shut off Monday thru Friday between the hours of 10 am and 2 pm, for no more than 2 hours.
- Gervin Management **MUST** receive a copy of the plumber's license and Certificate of Insurance showing general liability and Workers Compensation. The Certificate must show the Manor Condominium Association and you, the owner, as additional insured. Copies of these documents must be in the management office **prior** to water shut off. **WATER WILL NOT BE SHUT OFF WITHOUT RECEIPT OF THESE DOCUMENTS.** These documents are for your protection, as well as the condominium association, should any damage occur in your condominium or surrounding condominiums, as a result of plumbing work.

It is recommended that you have water shut offs installed in your condominium while your plumber is working in your unit.

THANK YOU.

GERVIN MANAGEMENT