

BROOKSIDE PARK CONDOMINIUMS, INC.

OXON HILL, MARYLAND 20745

Water Shut Off Request Instructions

When requesting that a building's water be turned off, the following instructions must be followed. Licensed and insured plumbers are the only acceptable vendors to perform any maintenance that would require the water to be turned off to the building. Please provide the proper notice listed below so that your neighbors can have as much notice as possible. It is requested that plumbing work be completed after 9am and before 3pm to allow the residents the ability to have water while preparing for their work day and when they come home. When a building's water is shut off, this affects not only the residents in your unit's stairwell, but in the entire building, up to 72 units.

-Request a copy of your plumber's license and worker's compensation & liability insurance

-Request a water shut off by calling 301.567.5000 between the hours of 8-12:30 and 1:30-5pm. You must provide at least 2 business days notice so that we can notify the residents in the building. Email copies of the plumber's license and insurance (worker's compensation and liability) to info@rogalrealestate.com or you may fax their paperwork to 1-800-854-0626 along with the requested date, time, and unit address.

-Your plumber must check in with the office upon their arrival to obtain their contractor's parking pass (their driver's license will be held until the pass is returned) and to meet the Facilities Manager. The parking pass must be returned to the office when your contractor completes the job and leaves the property. Vehicles parked on the property without parking passes will be towed without notice and at the vehicle owner's expense.

Note:

All plumbing modifications require an Architectural Change Request Form approved by the Board, including drawings and with the proper Agency permit(s). Please forward Architectural Change Requests to info@rogalrealestate.com.