ATTACHMENT C

LETTERHEAD

NOTICE

PLEASE EXCUSE THIS INCONVENIENCE

TEMPORARY WATER SHUT-OFF

The water main that serves your building must be shut-off to allow for the installation of a new water service to address of building. Please draw enough water to supply your needs during this period.

WATER WILL BE SHUT-OFF on date, at time water main will be closed for approximately XX [no more than 4 hours] hours. Owners of large, older buildings, which may have flush valves, are encouraged to close a valve at their water meter during the water shut down. This should help prevent a loss of water pressure in the building, and hopefully prevent the flush valves from continuously running when the water is turned back on.

Occasionally, some problems occur after the water supply is reinstated. If water shows discoloration, run the water until it clears. If water is available from most faucets, but won’t flow from a particular one, remove the screen from that faucet and run water. Clean the faucet screen and reinstall it.

This work will be performed by name of company. If you have any concerns regarding the water service interruption, please contact company’s superintendent name at company’s phone number.