



129 S. Chelan Ave. / PO Box 519
Wenatchee, WA 98807
(509) 888-6200

Voluntary Water Shut-off and Restoration Waiver and Indemnification Agreement

As of _____ 20____, I _____, am voluntarily requesting the City of Wenatchee **shut-off** my water supply and inactivate service billing for the following service location: _____ . PLEASE NOTE: the water shut off valve inside of the home should also be turned off.

Restoring Water - I understand that as the owner/or authorized party (tenant) I must notify the city to **restore** service during customer service office hours, Monday-Friday 8 a.m. to 5 p.m., to avoid overtime charges for water restoration. It is recommended that the owner or authorized party be present in the event there is a leak.

I understand I will be charged a fee for this request and the fee will be added to the bill generated at the time the account is inactivated. All balances must be paid within 30 days once service is suspended and the bill generated to avoid further collection action.

In consideration of the work, the undersigned hereby agrees to defend, indemnify and hold harmless the City of Wenatchee and its insurer from and for all claims, demands, damages and cause of action that arise from the work, whether or not caused by the City of Wenatchee’s sole negligence or the negligence of others. This agreement applies, but is not limited to, lien claims for services, and claims for bodily injury, property damage, punitive damages, fines, penalties, costs and attorney fees. The undersigned further agrees that in the event the City of Wenatchee must file suit to enforce the terms of this agreement, the undersigned will pay the City of Wenatchee’s actual attorney fees and costs incurred therein.

My mailing address and contact phone number while services are suspended is:

Street or PO Box: _____ City: _____

Zip Code: _____ Phone number(s): _____

Property Owner(s) Printed Name(s)

Property Owner(s) Signature(s):

Tenant(s) Printed Name(s):

Tenant(s) Signature(s)

NOTE: Please refer to Property Owner’s Guideline to Restore Water Supply for additional information.

Property Owner's Guideline to Restoring the Water Supply to a Building

Turning the water on in a building that has been winterized or left unattended for a period of time should be done in a staged approach. This method lets you, the homeowner, check each building area and fixture one by one, which minimizes the chances of extensive water damage even if a leak has occurred while the building was unattended. Unfortunately, even with careful draining and winterization of the plumbing systems, leaks can still happen. If you are unsure of any of the steps in restoring your water service, contact a professional plumber for assistance.

The following check list is a guideline to help, however using a professional plumber to restore water to your system is highly recommended to help prevent broken pipes and water damage. The City of Wenatchee and its insurance AWC RMSA is not responsible for making sure that your system has been properly drained and/or winterized.

- 1: Repair any supply piping leaks or drain leaks found by visual inspection.** Check all piping and drains that you can see. Look under counters, in bathrooms, and if possible, crawl space and basements.
- 2. Replace any open or damaged plumbing traps.** Many people when winterizing a property will remove the drain traps under sinks, showers and tubs. These must be replaced prior to restoring water service.
- 3. Close all inside and outside faucets. Turn OFF the supply to the hot water tank.** Closing every faucet makes sure that you can individually open and check each fixture. This helps prevent water damage from leaks in other areas of the building while you are checking somewhere else. This will also allow you to check on leaks in the cold water side of the system before checking the hot water side of the system available at remote faucets, turn OFF the circulating pump until after the hot water system has been checked for leaks.

If your home is equipped with a circulating pump to so that hot water is immediately If the water heater (or any other water heating device such a steam shower, boiler, etc.) has a manual lever that opens the pressure/temperature relief valve, make sure that valve has been closed to the normal position. The relief valve is sometimes left "open" with the metal lever pointed "out" in the open position when a water heater tank is being drained. Water will run out the open relief valve when the water service is restored.

This guideline is provided for informational purposes only and is not a guarantee that if followed, you will not have damage to your building, contents or building systems. You should consult with a licensed plumber or other building systems professional whenever you either drain plumbing or restore water service. The City is not liable for any damages which occur from using this guideline.

4. **Turn ON the building water supply at the main valve.** After having the municipal water provider turn on the valve, look for leaks at the valve itself and listen for other leaks in the building. Within just a couple of minutes, the plumbing in the building will be filled and there should be no noise at the valve. Also the water meter should not be turning.
5. **OPEN water shutoff valves that supply water to each individual building area.** Walk through each area and look and listen for leaks before opening the water supply to the next area. Many homes in cold weather areas have separate shut off valves for the outside hose bibs.
6. **Turn ON and test each individual cold water plumbing fixture.** Once you are confident that there are no obvious leaks in any of the building supply piping, test each individual plumbing fixture for operation by opening its cold water faucet only. Run just a quart or so of water first, checking that the plumbing trap is not leaking. If the trap isn't leaking, then open the cold water facet and let the air/water mixture escape until you get a solid stream of water. It is normal when you first open the faucet, to hear a burping/hissing sound while the air is pushed out of the system.
7. **Turn ON the water supply to the hot water tank, and open one hot water faucet to allow air to escape while filling the hot water tank.** It will take a couple of minutes for the hot water tank to fill. After all the air is extracted from that faucet, you can open and close each hot water valve in the building, looking and listening for leaks. Only **AFTER** you have removed all the air from the hot water system should you turn on the hot water heater, boilers, or other water heating devices. This will help prevent damage to the heating element and a possible explosion.

This guideline is provided for informational purposes only and is not a guarantee that if followed, you will not have damage to your building, contents or building systems. You should consult with a licensed plumber or other building systems professional whenever you either drain plumbing or restore water service. The City is not liable for any damages which occur from using this guideline.