

**PINE VIEW WATER SYSTEMS,  
POLICY AND PROCEDURES FOR REPLACING A MASTER VALVE  
PH. 801-621-6555**

1. THE MASTER VALVE IS THE PROPERTY OWNERS RESPONSIBILITY TO OPERATE AND MAINTAIN.
2. A WATER SHUT-OFF APPOINTMENT IS NECESSARY (24 HR. NOTICE IS REQUIRED, UNLESS PROPERTY DAMAGE IS APPARENT).
3. WE REQUIRE A GOOD, QUALITY, BRASS GATE VALVE (NO PLASTIC VALVES).
4. HAVE ALL PARTS AND EQUIPMENT ASSEMBLED AND READY TO MAKE THE REPAIR AS SOON AS THE LINE IS DRAINED.
5. THE LINE MUST BE DISASSEMBLED OR CUT ON PROPERTY OWNERS SIDE OF THE VALVE. THE SERVICE LINE SHOULD NOT BE DISTURBED, AS THIS BELONGS TO PINE VIEW WATER SYSTEM.
6. AFTER THE REPAIR IS COMPLETED CALL THE OFFICE AND WE WILL DISPATCH PERSONNEL TO INSPECT THE WORKMANSHIP AND RECHARGE THE LINE.
7. THANK YOU FOR YOUR COOPERATION.

