



EMERGENCY PROCEDURES

For all water leaks, contact Triple State Plumbing, 703-533-8909. If the leak is determined to originate from an Association pipe, the Stratton House Association will be invoiced. If the problem is determined to originate in your unit, you are responsible for repair.

WATER OR DAMPNES:

1. ***If there is an unusual build up of water or dampness, take immediate action.***
2. To find the source of the leak, contact the unit owners above and next to you.
3. Call CAPITOL PROPERTY MANAGEMENT at 703.707.6404 during normal business hours to report the leak. After hours call 703.481.1918.
4. If the cause of the overflow is determined to originate in your unit, you are responsible for all repair costs.
5. If your unit sustains damage caused by a condition originating in another unit, and that condition is determined to have originated in another unit, contact your insurance company. The responsible unit owner/their insurance company are responsible for repairing the damage to your unit.

SEWER BACK UP:

1. ***Take immediate action.***
2. To find the source of the leak, contact the unit owners above and next to you.
3. Call CAPITOL PROPERTY MANAGEMENT at 703.707.6404 during normal business hours to report the leak. After hours call 703.481.1918.
4. If the cause of the overflow is determined to originate in your unit, you are responsible for all repair costs.
5. If your unit sustains damage caused by a condition originating in another unit, and that condition is determined to have originated in another unit, contact your insurance company. The responsible unit owner/their insurance company are responsible for repairing the damage to your unit.

PIPE BREAKS:

Note: Leaks originating within the unit are the responsibility of the unit owner and resolution is between unit owners and their insurance companies.

1. If the cause of the overflow is determined to originate in your unit, you are responsible for all repair costs.
2. If your unit sustains damage caused by a pipe break originating in another unit, and that damage is determined to have originated in another unit, contact your insurance company. The responsible unit owner/their insurance company are responsible for repairing the damage to your unit.
3. Call the plumber to repair the break. Triple State Plumbing 703.533.8909.

4. Call CAPITOL PROPERTY MANAGEMENT at 703.707.6404 during normal business hours. After hours call 703.481.1918.
5. If the pipe break is a domestic hot water line, the unit owner and/or building may be without water until the repairs can be made. Notify all owners in the affected building.
6. Contact your insurance company to report the incident.

SINK OR TOILET OVERFLOW:

Note: Leaks originating within the unit are the responsibility of the unit owner and resolution is between unit owners and their insurance companies.

1. Call the plumber to repair the break. Triple State Plumbing 703.533.8909.
2. If the cause of the overflow is determined to originate in your unit, you are responsible for all repair costs.
3. If your unit sustains damage caused by a sink or toilet overflow originating in another unit, and that overflow is determined to have originated in another unit, contact your insurance company. The responsible unit owner/their insurance company are responsible for repairing the damage to your unit.
4. Contact your insurance company to report the incident.

ROOF/WINDOW LEAKS CAUSED BY EXTREME WEATHER CONDITIONS:

1. Call CAPITOL PROPERTY MANAGEMENT at 703.707.6404 during normal business hours. After hours call 703.481.1918.

FIRE: Call 911 and evacuate the building immediately.

1. Call CAPITOL PROPERTY MANAGEMENT at 703.707.6404 during normal business hours. After hours call 703.481.1918.

WATER MAIN BREAK:

1. Call 911. The fire department has the authority to shut off water to the building
2. Call CAPITOL PROPERTY MANAGEMENT at 703.707.6404 during normal business hours. After hours call 703.481.1918

ACTS OF TERRORISM:

Refer to the FEMA website: www.fema.gov

NATURAL DISASTER SUCH AS HURRICANE, TORNADO, FLOOD...

1. Follow state and local emergency plans announced on radio and/or television.
2. Call CAPITOL PROPERTY MANAGEMENT at 703.707.6404 during normal business hours. After hours call 703.481.1918.

LOCATION OF PERTINENT EQUIPMENT

Main Electrical Panel Location – Association

Building 3601: 1st floor electrical room-next to meeting room

Building 3701: back door, 1st door on right

Main Electrical Panel Location – Unit: fuse box only-location varies unit to unit. Near kitchen

Fire sprinkler valve location:

Building 3601: porter's office

Building 3701: lower level storage/bike room

Timer locations: n/a-on photo cells

Water shut off valve: 3601 in air handler room

Water shut off valve: 3701 in boiler room-hot water is for 3601 and 3701

Hot water heater/domestic water shut off valve: 3701 in boiler room

If you are scheduling bathroom remodeling, or appliance installation and need a water shut off – you must schedule this with Triple State Plumbing 703-533-8909, this is done on Wednesdays.

If you are scheduling cable or telephone installation, your service technician must contact us during office hours to schedule admittance into the telephone room. Someone will be able to allow the technician entry Mon-Fri. 8am-3pm

RESIDENT RESOURCES

Stratton House Management

Kathy Gately, Association Manager

Capitol Property Management

Voice: 703-707-6404

After hours emergencies: 703-481-1918

Fax: 703-707-6401

E-mail: kgately@capitolcorp.com

Insect & Pest Control

Free treatment available on the 2nd and 4th Thursday of each month, call to schedule.

American Pest Mngmt.

301-891-2600

Laundry room repair

Creative Laundry

1-800-369-4771

After hours you can leave a message at extension 13.

Leaky faucets & running toilets

(water conservation program)

Free repairs through H2Options

703-242-2201

Towing

(to recover a towed vehicle)

Pete's Towing & Storage

1121-B West Broad Street

Falls Church, Virginia 22046

703-533-3355

Trash pickups of large items (bulk, furniture, appliances etc.)

Please call AAA Trash to schedule bulk item pickups.

703-818-8222