



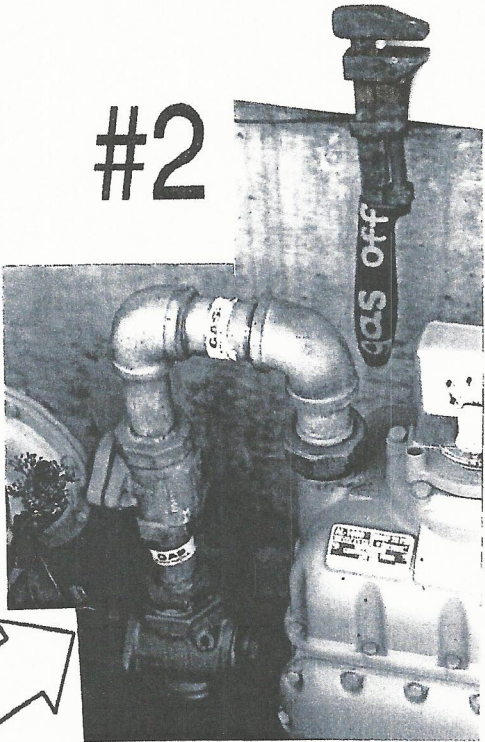
# Shutoff Procedures - Outside

Updated: November 16, 2004

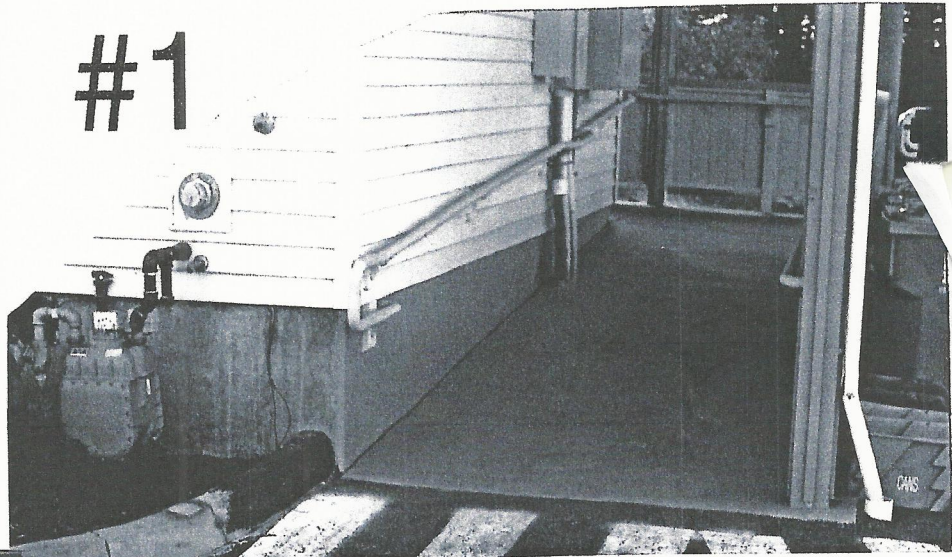
The gas shutoff is located outside the kitchen door and down the ramp (picture #1). The gas shutoff wrench is labeled "gas off" and is hanging just above the gas meter (picture #2). Facing the gas meter, the shutoff valve is near the ground on the left side of the gas meter. When the holes line up the gas will be shut off (picture #3). To shut off the gas, slip the wrench onto the valve as shown (picture #4) and lift up on the handle until the holes line up. The final picture (#5) shows (as a sample) the green handle on the gas line that

turns off the gas to the hot water tank in the kitchen's mop-and-recycle room. Note: For temporary shut-off during non-emergency situations, use the fuel-line valve located near each appliance. Call company to turn back on.

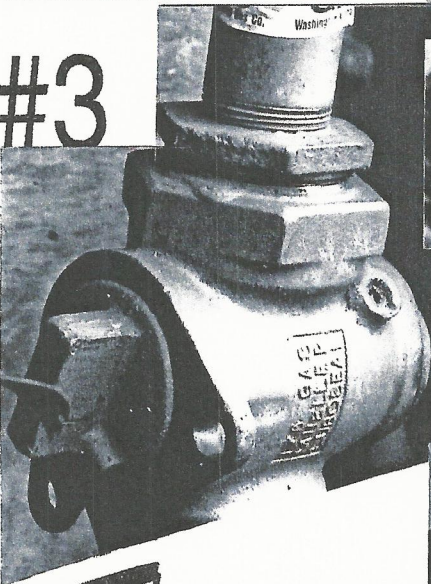
#2



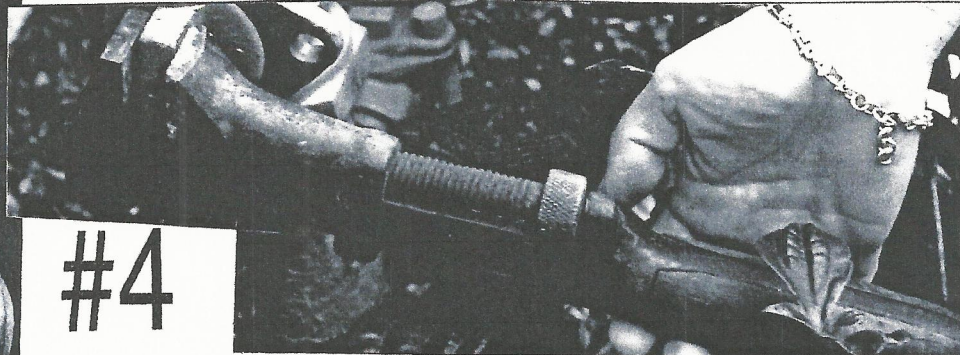
#1



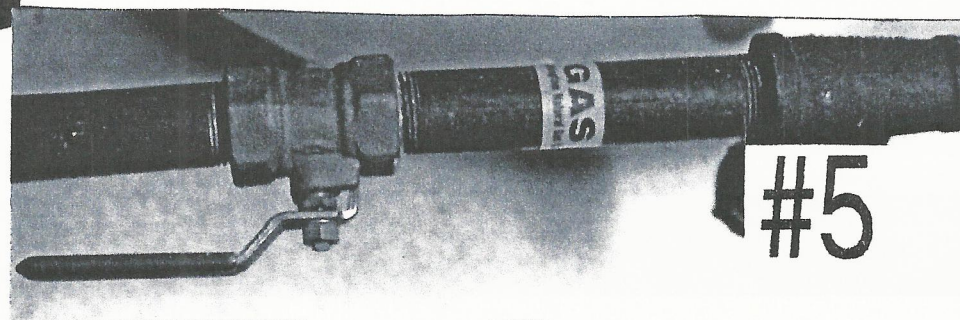
#3



#4



#5



Special Note: Shut off gas, as per next page, **ONLY** if you smell gas and can't locate the leak. And again, let the gas company turn it back on.

The reason for the "only" condition is because if only the gas appliance is malfunctioning, and the gas to the entire building is shut off, any ability to cook or heat is eliminated and in the case of a disaster (earthquake, etc.) it may be awhile before gas is restored.

Not shown in the pictures on the next page is an Earthquake Actuated Automatic Gas Shutoff valve. If significant earth movement occurs, gas will automatically be shut off. It'll take the gas company to restore service.