



How to turn the WATER OFF to a SINK:

1. Under the sink, there are two valves.
 - Under a **kitchen** sink, there is usually a third valve for the dishwasher.
2. Turn both valves clockwise to turn the water off to that sink.
 - Some valves turn multiple times.
 - Some valves turn only $\frac{1}{4}$ of a revolution.
 - Some (white) valves pull out, away from the wall.
3. If the water is not leaking and you must use the sink, you can turn the valve on when the sink is needed, and turn it back off once finished.
 - This is just until a preferred vendor can fix the issue.

Please submit a [Maintenance Request](#) through your Online Tenant Portal.