



Richmond College Prep Schools

P.O. Box 2814 • Richmond, CA 94802
510-232-4004 • F 510-778-1334
www.rcpschools.org

To: Community Services Bureau –State Preschool Program

From: Connie Anderson, Richmond College Prep Preschool

Subject: Emergency Day, Wednesday, August 17, 2016

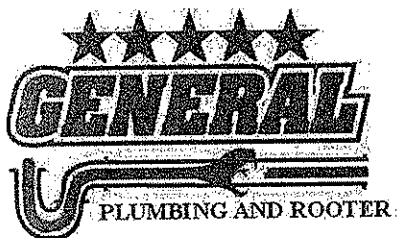
Date: September 22, 2016

Please be informed that on August 17th an underground water pipe along the side of the building was found to be leaking fast running water. The local fire department and the East Bay Municipal Water District were called immediately to shut off the flow of rapidly running water. General Plumbers were also called to diagnose where the leak originated and how best to repair the leak. The plumber determined that the water would need to be shut off in order to repair the break in the line. The water was turned off to the building shortly after the morning Preschool class ended.

Parents of the afternoon class were notified immediately after it was determined that the water would be shut off to the building via automated calls (robotic system) and text messages to all afternoon parents that class on that day would be cancelled due to a water emergency.

Because of the timing of the leak there was no way to send or post notices without the parent first arriving at the site to find out school was closed for the pm class.

Attached please find a copy of the invoice from General Plumbing. After having a full diagnostic, it was determined that the job would take the better part of the afternoon. In that the plumber was in the middle of another emergency at another site when we called, he made arrangements to start the repair late on 8/17 and finished up the work the next day 8/18 prior to school opening at 8:00am.



Please remit to:

GENERAL PLUMBING & ROOTER
2205 A STREET
ANTIOCH, CA 94509
925-522-0741

Fax #: 925-776-5743

INVOICE

INVOICE DATE	INVOICE NO
08/18/16	75633

Contractor's License # 829861

SOLD
TO:

RICHMOND COLLEGE PREP SCHOOL
ANDERSON, CONSTANCE
PO BOX 2814
RICHMOND CA 94802

JOB:

CONSTANCE ANDERSON
ANDERSON, CONSTANCE
217 S 11TH STREET
RICHMOND CA 94804

Work Performed: 08/18/16

Job No: 08-17-003

P. O. #:

Tech: 012

TASK	QTY	DESCRIPTION	WARR	AMOUNT
R1003		RETAIL - MISC PLUMBING WORK PERFORMED: TECH FOUND THE PVC PIPE LEAKING, TECH REPLACED A SECTION TO REPAIR THE LEAK.	None	1390.00

Payment due upon receipt of invoice

Sales Amount	1,390.00
Total	1,390.00
Payment Received	
Balance Due	1,390.00