

NOTICE OF TEMPORARY ELECTRICAL SHUT-OFF

Date: [Insert Date]

To: All Residents and Tenants

Subject: Scheduled Power Outage for Common Area Electrical Upgrades

Dear Residents,

Please be advised that we will be performing essential electrical upgrades to the common areas of the building. To ensure the safety of the maintenance crew, it is necessary to temporarily shut off the power.

Scheduled Date: [Insert Date of Shut-Off]

Start Time: [Insert Start Time, e.g., 9:00 AM]

Estimated End Time: [Insert End Time, e.g., 3:00 PM]

Affected Areas:

The power shut-off will affect the following common areas: [e.g., Hallway lighting, Elevators, Laundry rooms, Parking garage, etc.].

Individual Units:

[Option A: Power to individual units will NOT be affected.]

[Option B: Power to individual units WILL be affected during this period.]

Important Safety Reminders:

- Avoid using elevators shortly before the scheduled start time to prevent being trapped.
- Keep refrigerator and freezer doors closed as much as possible to maintain temperature.
- Turn off or unplug sensitive electronic equipment (computers, televisions, etc.) before the shut-off.

We apologize for any inconvenience this may cause and appreciate your patience as we improve the building's infrastructure.

If you have any questions, please contact the Management Office at [Insert Phone Number] or [Insert Email Address].

Sincerely,

[Your Name/Property Manager Name]

[Building Name/Management Company]