

Date: [Insert Date]

Subject: Notice of Scheduled Generator Testing and Temporary Power Shut-Off

Dear Residents/Tenants,

Please be advised that we will be conducting a mandatory test of the building's emergency generator system. To perform this test safely and effectively, a temporary power shut-off is required.

Scheduled Date: [Insert Date of Test]

Estimated Start Time: [Insert Time]

Estimated End Time: [Insert Time]

During this window, you may experience a total loss of power for approximately [Insert Duration, e.g., 30 minutes]. This maintenance is necessary to ensure that all safety systems function correctly during a real emergency.

Important Precautions:

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

We apologize for any inconvenience this may cause and thank you for your cooperation in keeping our building safe.

Sincerely,

[Your Name/Company Name]

[Contact Phone Number]

[Property Management/Facility Office]