

## **NOTICE: UPCOMING HVAC INSPECTION AND FILTER REPLACEMENT**

Date: [Insert Date]

To All Residents/Tenants,

Please be advised that we will be conducting a mandatory inspection of the indoor HVAC units and performing routine filter replacements throughout the building.

**Scheduled Date:** [Insert Day and Date]

**Scheduled Time:** Between [Insert Start Time] and [Insert End Time]

During this time, maintenance personnel or contracted technicians will require access to your unit to:

- Inspect the internal heating and cooling components.
- Replace the air filters.
- Check for any leaks or necessary repairs.

The inspection should take approximately [Insert Number] minutes to complete. Please ensure that the area around your HVAC closet or unit is clear of any personal items or obstructions to allow the technicians easy access.

If you have pets, please ensure they are secured in a crate or a separate room during the scheduled window.

Thank you for your cooperation in maintaining our building systems.

Sincerely,

[Your Name/Company Name]

[Contact Phone Number]

[Email Address]