

## **NOTICE: BUILDING-WIDE PIPE REPLACEMENT PROJECT**

Date: [Insert Date]

To: All Residents and Owners of [Insert Building Name/Address]

Dear Residents,

This letter is to inform you that a building-wide pipe replacement project is scheduled to begin soon. This essential infrastructure upgrade is necessary to ensure the long-term reliability of our plumbing system and to prevent future leaks.

### **Project Schedule:**

- **Start Date:** [Insert Date]
- **Estimated Completion:** [Insert Date]
- **Work Hours:** [Insert Time, e.g., 8:00 AM to 5:00 PM], Monday through Friday.

### **What to Expect:**

- **Water Shutdowns:** There will be intermittent water shut-offs. We will provide specific notices 24-48 hours prior to any scheduled interruption affecting your unit.
- **Unit Access:** Contractors will require access to your unit to replace interior piping. Please ensure [Insert Access Instructions, e.g., a key is on file or someone is home].
- **Noise and Dust:** Please expect construction noise and minimal dust in common areas and near work zones during business hours.
- **Staging Areas:** Parts of the [Insert Area, e.g., Parking Lot/Lobby] will be used for material storage.

### **Action Required:**

Please clear any items from under sinks in the kitchen and bathrooms, and provide clear access to [Insert Specific Areas, e.g., Laundry Closets/Mechanical Rooms] by [Insert Deadline Date].

We apologize for any inconvenience this project may cause and appreciate your patience as we make these vital improvements to our building.

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

Sincerely,

[Your Name/Signature]  
[Your Title/Building Management]  
[Building Name]