

NOTICE: SCHEDULED ELEVATOR MAINTENANCE AND SANITIZATION

Date: [Insert Date]

To All Residents and Tenants,

Please be advised that we have scheduled routine maintenance and deep sanitization for the building elevators. This work is necessary to ensure the continued safety, reliability, and hygiene of our facilities.

Schedule Details:

- **Date:** [Insert Date]
- **Time:** From [Start Time] to [End Time]
- **Affected Units:** [Insert Elevator Numbers or All Elevators]

During this period, the specified elevator(s) will be out of service. We recommend using the [Stairs/Alternative Elevator] if you need to move between floors during these hours.

The process will include a full mechanical inspection followed by a comprehensive sanitization of all high-touch surfaces, including buttons, handrails, and interior panels.

We apologize for any inconvenience this temporary service interruption may cause and appreciate your patience as we maintain a safe environment for everyone.

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

Sincerely,

[Your Name/Property Manager Name]
[Building/Company Name]