

**Date:** [Insert Date]

**To:** All Staff, Tenants, and Visitors

**Subject:** NOTICE: Facility-Wide Power Outage and Electrical Maintenance

Dear All,

Please be advised that a scheduled facility-wide power outage will take place on **[Insert Date of Maintenance]**. This outage is necessary to perform essential preventative maintenance and safety inspections on our primary electrical equipment.

**Scheduled Shutdown Details:**

- **Start Time:** [Insert Time, e.g., 8:00 AM]
- **Estimated End Time:** [Insert Time, e.g., 4:00 PM]
- **Affected Areas:** Entire Facility [Or list specific wings/floors]

**Impact During Outage:**

- No electrical power will be available in offices, common areas, or elevators.
- Internet, Wi-Fi, and internal servers will be offline.
- HVAC systems (heating and cooling) will be non-operational.
- [Optional] Emergency lighting and fire safety systems will remain active via backup power.

**Required Actions:**

- Please shut down all computers, printers, and sensitive electronic equipment before the scheduled start time to prevent data loss or hardware damage.
- Unplug non-essential appliances.
- Ensure all food stored in refrigerators is managed accordingly.

We apologize for any inconvenience this necessary maintenance may cause. These upgrades are vital for the continued safety and reliability of our facility's infrastructure.

If you have any questions or concerns regarding this shutdown, please contact the Facilities Management Office at [Insert Phone Number/Email].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Department/Company Name]