

## **NOTICE: MANDATORY ELEVATOR SAFETY TESTING**

**Date:** [Insert Date of Notice]

**To:** All Residents and Tenants

**Subject:** Scheduled Elevator Outage for Safety Inspection

Please be advised that the elevator(s) in this building will be temporarily out of service for mandatory annual safety pressure and load testing as required by local building codes.

**Scheduled Date:** [Insert Date of Test]

**Estimated Time:** [Insert Start Time] to [Insert End Time]

During this period, the following elevator(s) will be unavailable:

- [Insert Elevator Number/Location, e.g., North Bank Elevator]

For your safety, do not attempt to use the elevators during these hours. Please use the stairs for building access. If you have mobility concerns or require special assistance during this time, please contact management immediately.

We apologize for any inconvenience this necessary safety procedure may cause. Thank you for your cooperation.

Sincerely,

[Your Name/Company Name]  
[Phone Number]  
[Email Address]