

Date: [Insert Date]

To: [Recipient Name/All Staff/Tenants]

Subject: Notice of Changes to Preventative Maintenance Scheduling

Dear [Recipient Name],

This letter is to inform you of upcoming changes to our Preventative Maintenance (PM) scheduling process. We are implementing these adjustments to improve the efficiency of our operations and ensure the continued reliability of our [facilities/equipment/systems].

Summary of Changes:

- **New Frequency:** Maintenance will now occur [e.g., monthly/quarterly] instead of [e.g., bi-annually].
- **Revised Time Slots:** Maintenance activities will now be scheduled for [Insert Day of Week] between the hours of [Insert Start Time] and [Insert End Time].
- **Effective Date:** These changes will go into effect on [Insert Date].

Impact on Operations:

[Briefly describe any expected downtime or access requirements, e.g., "Technicians will require access to all utility closets during the scheduled window."]

Why these changes are being made:

These updates allow us to transition from a reactive approach to a more proactive strategy, reducing the likelihood of unexpected equipment failure and extending the lifespan of our assets.

A full calendar of the new maintenance dates is attached to this notice. If you have any questions or if the new schedule creates a significant conflict with your operations, please contact [Department/Contact Person] at [Phone Number/Email] by [Insert Deadline Date].

Thank you for your cooperation as we work to improve our maintenance standards.

Sincerely,

[Your Name]

[Your Title]

[Company Name]