

Date: [Insert Date]

To: All Residents, Tenants, and Occupants of [Insert Building Name/Address]

Subject: PRE-RENOVATION NOTICE: ASBESTOS HAZARD WARNING

Dear Occupants,

This letter is to formally notify you that renovation work is scheduled to begin at [Insert Specific Location/Unit Numbers] on [Insert Start Date]. The project is expected to be completed by [Insert Estimated Completion Date].

Asbestos Presence:

Please be advised that an inspection has identified Asbestos-Containing Materials (ACM) in the following areas: [Insert Specific Areas, e.g., floor tiles, ceiling insulation, pipe lagging].

Safety Measures:

To ensure the safety of all occupants, a licensed asbestos abatement contractor has been hired to manage the removal and disposal of these materials. The following safety protocols will be in effect:

- Containment barriers and plastic sheeting will be installed.
- HEPA-filtered air filtration systems will be used.
- Warning signs will be posted at the entrance of the work zone.
- Final air clearance testing will be performed by an independent laboratory before the area is reopened.

Instructions for Occupants:

For your safety, please observe the following:

- Do not enter the marked "Work Zone" or "Authorized Personnel Only" areas.
- Do not disturb any containment barriers or equipment.
- If you notice any dust or debris outside the work area, please report it immediately to management.

Contact Information:

If you have any questions or concerns regarding this project, please contact:

[Insert Project Manager Name]

[Insert Phone Number]

[Insert Email Address]

Thank you for your cooperation in maintaining a safe environment.

Sincerely,

[Your Name/Signature]

[Your Title/Building Management]