

## NOTICE OF SCHEDULED ASBESTOS ABATEMENT

Date: [Insert Date]

To: [Insert Occupants/Tenants/Employees]

Subject: Notification of Upcoming Asbestos Abatement Project

This letter is to inform you that a scheduled asbestos abatement project will be taking place at the following location:

**Location:** [Insert Specific Area or Building Address]

### **Project Schedule:**

Start Date: [Insert Date]

Estimated Completion Date: [Insert Date]

Work Hours: [Insert Start Time] to [Insert End Time]

### **Project Overview:**

The work involves the removal of [Insert Materials, e.g., floor tiles, pipe insulation] containing asbestos. This project is being conducted as part of [Insert Reason, e.g., planned renovations, maintenance].

### **Safety Measures:**

The abatement will be performed by [Insert Contractor Name], a licensed and certified asbestos abatement contractor. All work will be conducted in strict accordance with federal, state, and local regulations. Safety measures include:

- Establishment of regulated work zones with restricted access.
- Use of specialized HEPA filtration and negative air pressure.
- Final air clearance testing by an independent laboratory to ensure the area is safe for re-entry.

### **Instructions for Occupants:**

Please avoid the marked work areas during the dates and times listed above. Do not enter any area cordoned off with yellow caution tape or "Danger" signage.

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

[Insert Contact Person Name]

[Insert Phone Number]

[Insert Email Address]

Thank you for your cooperation.

Sincerely,

[Your Name/Signature]  
[Your Title]  
[Your Company/Organization]