

NOTICE TO ALL RESIDENTS

Date: April 10, 2026

Subject: Scheduled Maintenance and Improvements

Dear Residents,

We hope this message finds you well. We are writing to inform you of upcoming maintenance activities aimed at enhancing the comfort and safety of our building. Your cooperation during this time is greatly appreciated.

1. HVAC System Maintenance:

To ensure our heating and air conditioning systems are functioning optimally, we will be performing routine maintenance on the HVAC units. This will take place from April 15 to April 17, 2026. Residents may experience temporary interruptions in heating or cooling. We recommend adjusting your thermostat accordingly and dressing suitably for the fluctuations.

2. Fire Alarm Testing:

For the safety of all residents, we will conduct fire alarm system testing throughout the building on April 19, 2026. Residents may hear alarms during this time, but please note that this is a routine test. We ask that you do not be alarmed and remain calm; all alarms will be fully functional afterward.

3. Elevator Maintenance:

The elevators will undergo maintenance to improve their performance and reliability on April 22, 2026. During this day, one elevator may be temporarily out of service at a time. We appreciate your patience and suggest using the stairs when possible for a brief period.

4. Landscape Improvements:

To enhance the exterior appearance of our building, landscaping improvements will be made from April 24 to April 26, 2026. Workers will be present in the outdoor areas during this time. Residents are encouraged to avoid these areas while work is in progress for safety reasons.

5. Water Shut-off Notice:

There will be a temporary water shut-off on April 28, 2026, while we perform essential plumbing repairs. The water will be turned off from 9:00 AM to 5:00 PM. We recommend that residents store enough water for personal use during this time.

If you have any questions or need assistance, please contact the management office at (555) 987-6543 or email us at contact@clb5residents.com.

We appreciate your understanding and cooperation as we work to maintain and improve our living environment.

Best Regards,

Sarah Johnson

Building Manager - ABC Property Management

(555) 987-6543

contact@clb5residents.com

Multiple Choice Questions:

1. **What should residents do if they experience issues during the elevator maintenance on April 22, 2026?**
 - a) Call the management office at (555) 123-4567
 - b) Contact the maintenance team directly
 - c) Use the stairs whenever possible
 - d) Ignore the problem
2. **What should residents be aware of during the water shut-off on April 28, 2026?**
 - a) They can continue using water as usual
 - b) A backup generator will provide water
 - c) They should store enough water for personal use
 - d) The water shut-off will only affect the top floors
3. **What should residents expect during the fire alarm testing on April 19, 2026?**
 - a) The fire alarm will be permanently disabled
 - b) The alarm will sound continuously until resolved
 - c) Brief alarms may be heard throughout the building
 - d) There will be no alarm testing
4. **What should residents do to prepare for the HVAC maintenance on April 15, 2026?**
 - a) None, the maintenance will not affect them
 - b) Unplug all electronic devices
 - c) Adjust your thermostat accordingly
 - d) Move to a nearby building
5. **What should residents be aware of during the landscaping improvements on April 24-26, 2026?**
 - a) The work will only affect the bottom floors
 - b) Residents should park on the street
 - c) Workers will be present in the outdoor areas
 - d) There will be no impact on resident areas
6. **What should residents do if they have questions or concerns about the maintenance activities?**
 - a) Post on social media
 - b) Contact the management office at (555) 987-6543
 - c) Talk to a neighbor
 - d) Ignore the notice
7. **What should residents keep in mind during the water shut-off on April 28, 2026, to minimize disruptions?**
 - a) Store enough water and plan ahead
 - b) Continue using water as usual
 - c) Use the pool or gym to stay hydrated
 - d) Ignore the water shut-off notice
8. **What should residents expect in terms of parking during the HVAC maintenance on April 15-17, 2026?**
 - a) Parking will be restricted on nearby streets
 - b) Parking will be allowed on all floors
 - c) Alternative parking arrangements will be provided in a nearby lot
 - d) Parking will not be affected

Open-Ended Questions:

1. What should residents consider doing to maintain a comfortable living environment despite the scheduled maintenance activities?

2. Why should residents be understanding of the temporary disruptions caused by the maintenance activities?

3. What should residents do to ensure their sensitive electronic devices and equipment are safe during the electrical work?

4. Why should residents participate in the fire alarm testing on April 19, 2026, even if they don't think it will affect them?

5. What should residents be aware of in terms of potential safety hazards during the water shut-off on April 28, 2026?
