

TO: All Tenants

FROM: Office of the Building

DATE: July 7, 2016

RE: Cracked Windows & Suspicious Sounds



During your regular work routines, we would like to remind you to be cautious of your surroundings. If you notice a crack in a window, a sound that doesn't seem regular, or any other out of the ordinary occurrences you feel to be urgent, please contact building security at 818-846-6804 ext. 2 immediately to notify them. Security is on site 24/7 and will contact the necessary personnel, depending on the situation.

Kindest Regards, Adam Jahangosha

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