

3800

Alameda

TO: All Tenants
FROM: Office of the Building
DATE: 3/11/09
RE: Electrical Closets / Storage & Debris Removal

Dear Tenants,

As you know, the management staff and ownership of 3800 Alameda are committed to providing a safe office environment for all tenants and guests within the building. As part of our regular inspections of the building, we've recently noted that many of the designated electrical closets throughout the building are being used as storage and/or have been littered with material from various outside contractors. This poses a significant fire hazard if left unattended. That being said, we'd respectfully like to ask for your help with keeping these rooms clean and insuring that they are used only for their designated purposes.

If you notice any electrical rooms with boxes, computer equipment, files, etc., please let us know so that we can clear the room of those materials immediately. In addition, if any outside vendors are doing any cabling, electrical, or phone work within these rooms, we'd kindly ask you to remind them to remove all debris, wire clippings, etc. from the space after their work is complete.

As always, thanks in advance for your cooperation in this matter and do not hesitate to contact the management staff should you have any questions or need any further information.

Kind Regards,
Building Management