

Our Ref.: B0001

Date : 12-13-2023

xxx地址 address

Attn.: ZZZ

Dear ZZZ,

Fire Safety Audit

Shop Unit 1002 COCO of 杏花新城

To better maintain the high standard of fire equipment and appliances and enhance fire safety awareness of the frontline staff for all food & beverage shops, we write to inform you that the Management Office is going to conduct the regular Fire Safety Audit for your lease premise under the following schedule.

Date : 12-13-2023

Duration : 3456363363 (Subject to the actual schedule)

Prior to commencement of the said fire safety audit, our Management Staff will arrange joint site meeting to explain and practice the process of such fire safety audit with your Shop in-charge and other frontline staff. Besides, you are requested to prepare and keep the valid certificates of relevant statutory regulation required in your leased premise including but not limited to FS251, WR1 / WR2, Ventilation Certificate and annual inspection report of electrical installation by a registered electrical contractor for checking during the audit.

Your immediate coordination on this matter will be highly appreciated.

Should you have any further query, you are welcome to reach Staff name-zzz at Contact no11111.

Yours sincerely,

For Company Name-zzz

LOGO
預留屋苑