



366 Adelaide Street West, Suite 605, Toronto, Ontario M5V 1R9
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October 30, 2017.

*** Important Memo ***

TO: **All Tenants @ 366 Adelaide Street West**
FROM: Capitol Buildings Management
RE: **Scheduled Power Shutdown**
On Saturday November 25th, 2017
Time: 6am to 1:00 pm
Annual maintenance and insurance requirement

Please be advised that the electricity for the entire building at 366 Adelaide Street West will be turned off for maintenance on the above-mentioned date. Power Works Electrical Services have been contracted to perform maintenance on the main switchgear to the building. Please safeguard your equipment and alarms.

We would ask you to distribute this information to all persons who might be in a position to be affected by this. In addition we would recommend a posting within your space so all persons have been made aware.

Thank you for your co-operation, in advance.

Property Management