

Memorandum

ATTENTION All TA Staff and Remisiers of Menara TA One (“MTA”)
FROM TA Property Management Department
DATE 6 October 2016
SUBJECT **Maintenance Works on Lift Lobby – Ground Floor**

Dear Occupants,

Please be advised that maintenance works will be done on the Low Zone lift lobbies on the Ground Floor (“the Maintenance Works”). The Maintenance Works will be carried out as follows:

The Maintenance Works for the Low Zone Ground Floor Lift Lobby will commence on 7 October 2016 to 11 October 2016.

In lieu of the Maintenance Works, the Occupants of the building are advised to travel to your respective floors in the Low Zone from the High Zone lift lobby on the Ground Floor.

Subsequently, Occupants are advised to transit from Level 21 to their respective floors in the Low Zone. Occupants who reside in the High Zone (ie: Level 21 to Level 35) will not be affected by the Maintenance Works during this period.

Your cooperation is greatly appreciated as the Maintenance Works are necessary for the general wellbeing of the building.

We apologize for any inconvenience caused.

Thank you.

Note: This is a computer generated document. No signature is required.

TIME TABLE OF MAINTENANCE WORKS

The Low Zone lift lobby on the Ground Floor will be affected during the following times:

Friday (7.10.16)	: Closed at 7.00 pm
Saturday (8.10.16)	: Closed
Sunday (9.10.16)	: Closed
Monday (10.10.16)	: Opens at 7.00am. Subsequently close at 7.00pm.
Tuesday (11.10.16)	: Opens at 7.00am. Subsequently close at 7.00pm.
Wednesday (12.10.16)	: Opens at 7.00 am