



MEMORANDUM

To	: RCBC Plaza Tenants	Date	: July 12, 2016
From	: Property Management Office	Ref. No.	: PMO-AMM-2016-70
Subject	: Monthly Fire Alarm Sounder Testing T1 & T2		

FIRE ALARM SOUNDER TESTING/ PUBLIC ADDRESS SYSTEM Scheduled Monthly Preventive Maintenance

Tower 1 - July 27, 28 and 29, 2016 (9:00am Onwards)
Tower 2 - July 27, 28 and 29, 2016 (9:00am Onwards)

NOTE:

As part of our continuous improvement program on our Fire Alarm and Detection System and to ensure tenants' familiarization and reliability and functionality of the unit/device particularly our "Audible Alarm" system, we are scheduling the test of the said system on said above schedule. The test would also cover the effectiveness and clarity of the voice and sounder of our system provided in your areas.

The said exercise would also include the general alarms of the Simplex Fire Alarm sounder with strobe lights. With this, RCBC Plaza Property Management Office encourages tenants to take advantage of the said test to conduct a "Duck, Cover and Hold" exercise. The sounder can be used as an indication that an earthquake is occurring.


Access of our Safety/ FDAS Team and technicians is requested for proper observation and monitoring while response/feedback on the comment sheet is highly appreciated for us to properly validate the results of this exercise. Comment sheet will be distributed to the designated tenant's representative

Should you have any queries, please feel free to contact our Safety Officer or FDAS Head at 887-4941 loc 118 and 146 respectively.

Yours truly,


ENGR. JIMMY AREÑO JR.
FDAS Supervisor

Noted by:


ENGR. EVARISTO MEDINA
Property Manager