

MEMORANDUM

Date : February 4, 2021

To : DD PLAZA TOWER 1

From : Property Management Office
DoubleDragon Plaza

Subject : Aircon System Quarterly General Maintenance

CC: 201 File/2021/ O/Z

Please be informed that the Property Management Office shall conduct the quarterly general maintenance of the aircon system in Tower 1. Kindly see below schedule per floors.

TENANT	FLOOR	SCHEDULE	TIME
MERRYMART	9 TH	February 8-9, 2021	6:00 AM – 10:00 PM
PACIFIC BASIN	9 TH	February 9-10, 2021	
2GO GROUP INC.	8 TH	February 20 & 27, 2021 March 6 & 13, 2021	
TIEZA	7 TH & 6 TH	February 10 & 11, 2021 February 16 – 18, 2021	
SUNLIFE	5 TH	February 19 & 23, 2021	
OOCL	5 TH	February 19, 2021	2:00 PM – 10:00 PM
HONEYCOMB	5 TH	February 23, 2021	2:00 PM – 10:00 PM

This is also to ensure the reliability and continuous operation of our AC system. A total of six (6) manpower shall be deployed for this activity.

In line with this, please be advised that aircon units within the specified location will not be functional one at a time during the conduct of the said activity.

Thank you for your usual support and cooperation.

Truly yours,


Engr. Kevin Paolo L. Alana
Building Engineer

Noted by:


Katrine L. Quiambao
Assistant Property Manager


Cesar D. De Leon IV
Complex Property Manager

