**To: All Employees  
From: Facilities Management  
Date: February 10, 20XX**

**Subject:** Maintenance Schedule – Restricted Areas

Please be advised that maintenance on ventilation systems will occur between 10 PM and 4 AM in restricted areas. During this time, access is strictly prohibited unless prior clearance is granted by the Operations Supervisor.

As a reminder, all employees must adhere to safety protocols when navigating facility zones, particularly near **Level 2**. Recent equipment malfunctions have resulted in heightened safety risks. Unauthorized personnel found in these areas will face immediate removal and formal review.

If you notice unusual noises or temperature fluctuations near ventilation systems, report them to Security immediately. These occurrences are being actively monitored as part of ongoing evaluations.

Thank you for your cooperation,  
Facilities Management  
**The DCE Foundation**