

**Preventative Maintenance Schedule Starting 11/01**

**Week of 11/01-11/05**

**Monday, November 1<sup>st</sup>- 2<sup>nd</sup> floor of the West Building.**

**Tuesday, November 2<sup>nd</sup>- 3<sup>rd</sup> floor of the West Building**

**Wednesday, November 3<sup>rd</sup>- 4<sup>th</sup> floor of the West Building**

**Thursday, November 4<sup>th</sup>- 5<sup>th</sup> floor of the West Building**

**Friday, November 5<sup>th</sup>- PH floor of the West Building**

**Week of 11/08-11/12**

**Monday, November 8<sup>th</sup>- 2<sup>nd</sup> floor of the East Building**

**Tuesday, November 9<sup>th</sup>- 3<sup>rd</sup> floor of the East Building**

**Wednesday, November 10<sup>th</sup>- 4<sup>th</sup> floor of the East Building**

**Thursday, November 11<sup>th</sup>- 5<sup>th</sup> floor of the East Building**

**Friday, November 12<sup>th</sup>- PH floor of the East Building**

**Should you have any questions, please feel free to reach out to a member of The Shay Management Team. Thank you in advance for your cooperation!**

**Kind Regards,**

**Your Shay Management Team**