

29<sup>th</sup> Jan 2018



All Subsidiary Proprietors / Tenants and Occupiers  
The Management Corporation Strata Title Plan No. 4136  
**AZ @ Paya Lebar**, 140 Paya Lebar Road  
Singapore 409015

Dear Sir / Madam,

**RE: FIRE DRILL EVACUATION EXERCISE ON 1<sup>st</sup> Feb 2018 @ 3.30pm AT AZ BUILDING**

Please be informed that the 1<sup>st</sup> FIRE DRILL EVACUATION EXERCISE for year 2018 has scheduled to be held on **1<sup>st</sup> Feb 2018, Thursday at 3.30 pm**

All unit owners and tenants at AZ Building are encouraged to participate in the forthcoming Fire Drill as part of enforcement by Singapore Civil Defense Force (SCDF) for protection of life in the event of emergency. You may refer to our AZ web site:- [www.azpayalebar.com](http://www.azpayalebar.com) to familiarize with the Fire Escape Route plan from level 1 to level 10 for direction.

Fire alarm at AZ Building will be activated and all lifts will be grounded at around 3pm. There will be announcement from the PA system to remind all tenants to leave the building, simulating a real fire situation. Fire Warden will be at each level guiding the tenants and occupiers to the assembly area via the emergency escape route to the assemble area, an open field in front of AZ Building (next to ACE Building) during the exercise (as per attached map).

**PLEASE DO NOT USE THE LIFT DURING THE FIRE DRILL EVACUATION EXERCISE**

A copy of floor register form to each unit is attached for completion with names of your staff who will be participating this evacuation exercise. All completed floor register form are to be handed over to the respective Fire Warden at the assembly area on the actual day of fire drill.

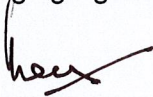
You may contact the Management Office at Tel. 6842-2450, if you require further clarifications.

Thank you,

Yours faithfully,

**COLLIERS INTERNATIONAL CONSULTANCY AND VALUATION PTE LTD**

Managing Agents

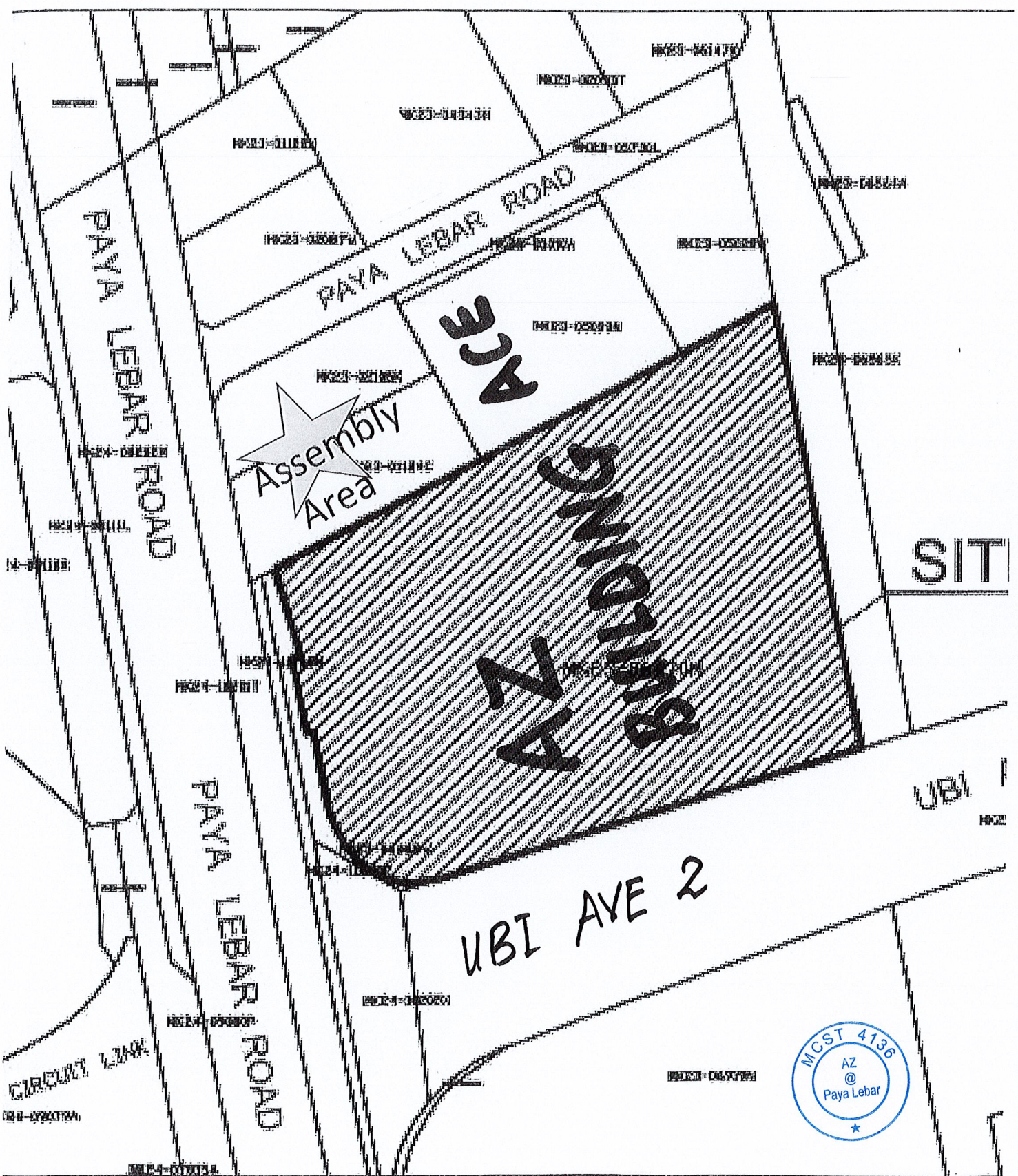


Cheow Ming Chuang  
Building Manager



Copy:- Fire and Safety Manager (FSM), Mr. David Pau  
AZ Notice Board





Assembly Area

AYE

BUILDING

SIT

UBI

UBI AVE 2

PAYA LEBAR ROAD

PAYA LEBAR ROAD



CIRCUIT LINK



Unit No: # \_\_\_\_ - \_\_\_\_

Unit's Representative Name: \_\_\_\_\_

1<sup>st</sup> FIRE DRILL EVACUATION EXERCISE for Year 2018 has scheduled to be held on:  
1<sup>st</sup> February 2018, Thursday at 3.30 pm

*Company Name: _____		*Total Number of Staff: ____		
S/n.	*Staff Name/Visitor	*Tick '✓'		Remark
		*Present	*Absence	
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				

**\*IF there is any visitor, you are required to register them too and please indicate 'Visitor' on remark column.**

**IMPORTANT NOTE:** Please proceed safely to the nearest EXIT DOOR or STAIRCASE/STAIRWELL to the Assembly Area and wait for further instruction.

Total number of present staffs at assembly area: \_\_\_\_\_

Total number of visitors' at assembly area : \_\_\_\_\_

**\*PLEASE RETURN THIS FORM TO MANAGEMENT STAFF AFTER THE EXERCISE/FIRE EVENT COMPLETED.**

