

2 July 2018


AZ @ PAYA LEBAR
Our Ref: MCST/02-07/18

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 13th July 2018 @ 3.30pm AT AZ BUILDING

Please be informed that the FIRE DRILL EVACUATION EXERCISE has scheduled to be held on **13th July 2018, Friday at 3.30 pm**

All unit occupiers and tenants are encouraged to participate in the forthcoming Fire Drill exercise as part of enforcement by Singapore Civil Defense Force (SCDF) beneficial for protection of life in the event of emergency. You may refer to our AZ web site: www.azpayalebar.com to familiarize with Fire Escape Route plan from **level 1 to level 10** for evacuation.

Fire alarm at AZ Building will be activated and **all passenger and cargo lifts will be grounded** at around 3pm, simulating a real fire situation. There will be announcement by our Fire Safety Manager, Mr. David Pau via the PA system to remind all tenants to leave the building. Fire Warden will be at each level guiding the tenants and occupiers to leave your office via the fire escape staircase to the assembly area, an open grass field at the side way of Paya Lebar Road which is in front of AZ Building, next to ACE Building (as per attached map).

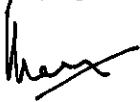
PLEASE DO NOT USE THE LIFT DURING THE FIRE DRILL EVACUATION EXERCISE

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

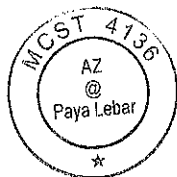
You may contact the Management Office at Tel. 6842-2450, if you require further clarifications.

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

Unit No: # ___ - ___

Unit's Representative Name: _____

FIRE DRILL EVACUATION EXERCISE for Year 2018 has scheduled to be held on:
13th July 2018, Friday at 3.30 pm

*Company Name: _____		*Total Number of Staff: ____		
S/n.	*Staff Name/Visitor	*Tick 'v'		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.**