



# Brock University Facilities Management Operating Procedure

## FMOP 1-5 Annex D Example of a Posted Pre-Notification Notice

### NOTICE OF UPCOMING DISRUPTION OF SERVICE

SCHMON TOWER LEVEL 2 (MAIN FLOOR) WASHROOMS  
WILL BE CLOSED FROM XXXX UNTIL AUGUST 2009

### ALTERNATE WASHROOM LOCATION

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BASEMENT LEVEL ONE LEVEL BELOW  
(TAKE ELEVATOR DOWN ONE LEVEL AND FOLLOW DIRECTIONAL SIGNAGE)

Brock University is engaged in ongoing efforts to maintain and improve our facilities.  
These washrooms are currently closed due to  
Accessibility Upgrades.

Our Mission is to provide a safe, clean, productive and well-maintained physical environment for the University community by planning and delivering professional services that are sustainable and supportive of Academic excellence, now and into the future.

Questions or concerns regarding this project can be directed to  
Name of Project Manager, Project Manager  
Extension 1234 or [nameofprojectmanager@brocku.ca](mailto:nameofprojectmanager@brocku.ca)

Questions or concerns regarding operational issues can be directed to  
Customer Service Coordinator - Facilities Management  
Extension 3717 or [facilitiesmanagement@brocku.ca](mailto:facilitiesmanagement@brocku.ca)