

**Appendix 2**  
**Sample Documents for Notifying the Public about**  
**Disruptions in Service**

**Sample 1**

To: Parents, Guardians and Community Users of our School

Maintenance work will make the main door of the school and the access ramp inaccessible from May 1 to May 7.

A temporary ramp has been set up that gives access to the door at the east of the school building.

We regret this inconvenience. If you have questions or concerns, please contact

\_\_\_\_\_ at (\_\_\_\_) \_\_\_\_\_.

**Sample 2**

Dear Staff and Visitors,

The elevator will be out of service from April 1 to 15 for routine maintenance. To access the upper level of the building, please use the stairs at the west end of the building next to the library. We regret any inconvenience this may cause. If you have questions or concerns, please call (phone number).

Thank you,  
Principal / Site Manager

Dear Visitors,

The accessible washroom is out of service due to a broken pipe. A repair person will be on the premises tomorrow to fix it. In the interim, we have made arrangements for visitors to use the accessible washroom at the Resource Centre, which is located next door to the library. We apologize for any inconvenience.

Thank you,  
Principal / Site Manager