

## **Notification of Disruption of Services**

### **What Must be Included in Notice of Disruption of Services**

The notice of disruption of service must include information about the reason for the disruption, its anticipated duration and a description of alternative facilities or services, if any, that are available.

### **SAMPLE NOTICES:**

#### **Sample 1 – Access to School Building**

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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 8. 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 [phone number].

Thank you.

Principal

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#### **Sample 2 – Accessible Washroom**

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To: Visitors to the Education Centre

Our accessible washroom is out of service due to a broken pipe. Repairs are underway and the washroom is expected to be usable again by tomorrow. In the interim, we have made arrangements for our visitors to use the accessible washroom at 123 Main Street, which is located next door to our premises. We apologize for this inconvenience.

Thank you.

Superintendent of Facilities

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