

Our Ref.: JLL/CYBT/2021/C/693

22nd July 2021

**Circular to
All Users at Smart Space 8**

Dear Sir/Madam,

Cyberport – Cleaning Work of Air- Conditioning System at Smart-Space 8

To maintain A/C service of Smart-Space 8, we will carry out cleaning work of Air-Conditioning System at Smart-Space 8 with details below:

Date	24 th July 2021 (Saturday)
Time	09:00hrs – 18:00hrs
Location	Multipurpose Area, Breakout area, Meeting room1 & 2, Workstation 46 - 48

During the work, A/C system will be temporarily suspended of the captioned area. Noise and dust may be generated. The contractor will take all necessary measures to minimize the effect. We apologize for any inconvenience caused.

We appreciate for your kind support for the cleaning work at Smart-Space 8. Should you have any enquiries, please feel free to contact our Customer Services hotline at 3166 3111.

Yours faithfully,

Sam Chan
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