

Health and Safety Equipment Maintenance Schedule

Date: [Insert Date]

To: [Insert Recipient's Name]

From: [Insert Sender's Name]

Subject: Health and Safety Equipment Maintenance Schedule

Dear [Recipient's Name],

We are committed to ensuring a safe and healthy work environment. In line with this commitment, we have established the following maintenance schedule for our health and safety equipment:

Equipment	Maintenance Frequency	Last Maintenance Date	Next Scheduled Maintenance
Fire Extinguishers	Annually	[Last Date]	[Next Date]
First Aid Kits	Quarterly	[Last Date]	[Next Date]
Emergency Lighting	Bi-Annually	[Last Date]	[Next Date]
Smoke Detectors	Monthly	[Last Date]	[Next Date]

It is crucial that all maintenance tasks are completed as scheduled to ensure the safety of all personnel. Please ensure that relevant staff are informed of their responsibilities related to this schedule.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]