

# Rooftop Access Regulations

Date: [Insert Date]

To: All Building Occupants

Dear Residents,

As part of our commitment to ensuring a safe and secure environment for all occupants, we would like to remind you of the rooftop access regulations that are now in effect.

## Rooftop Access Guidelines

- Access to the rooftop is permitted only from [insert designated access points].
- Occupants must obtain prior approval from [insert contact person or management] before accessing the rooftop.
- Guests are not allowed on the rooftop at any time.
- Please refrain from bringing any furniture, grills, or large items onto the rooftop.
- Maintain a clean and orderly space; dispose of any trash properly.
- For safety reasons, please do not lean over the edges or engage in any dangerous activities.
- Access to the rooftop may be restricted during certain hours for maintenance or inspections.

We appreciate your cooperation in adhering to these guidelines to maintain a safe environment for everyone. If you have any questions, please contact [insert contact information].

Sincerely,

[Building Management/Your Name]