

Facility Safety Check Schedule

Date: [Insert Date]

To: [Facility Manager/Staff Name]

From: [Your Name/Your Position]

Subject: Scheduled Safety Check for [Facility Name]

Dear [Facility Manager/Staff Name],

This letter is to inform you of the upcoming safety checks scheduled for [Facility Name]. Regular safety inspections are essential to ensure compliance with safety standards and to maintain a safe environment for all staff and visitors.

Safety Check Schedule

Date	Time	Area/Equipment	Responsible Person
[Insert Date]	[Insert Time]	[Area/Equipment Name]	[Responsible Name]
[Insert Date]	[Insert Time]	[Area/Equipment Name]	[Responsible Name]

Please ensure that all necessary personnel are present during the safety checks. Should you have any questions or require further information, do not hesitate to contact me.

Thank you for your cooperation.

Sincerely,

[Your Name]
[Your Position]
[Your Contact Information]