



[Memo

To: Valued Clients
From: Virgo Business Centers
Date: September 2nd, 2015
Re: **Fire Exits**

It has been brought to our attention that building occupants are utilizing emergency stairwells for convenience purposes.

The building contains four stairwells designed for emergency egress and emergency personnel in the event of a fire or catastrophic event.

These stairwells are to be utilized for emergency purposes only.

Please to refrain from using the four stairwells unless an emergency exists.

Thank you in advance for your cooperation in this matter.

Thank You,

Virgo Business Centers