



Fujita Property Guam Inc. P.O. Box 8676 Tamuning, Guam 96931 Phone: (671) 646-6825 Fax: (671) 646-7635

Date: **October 8, 2013**

To: **All Tenants
ITC Building**

Subject: **No Smoking Policy – Electronic Cigarettes and/or Similar Devices**

RECEIVED

OCT 07 2013

Department of Land Management

Time: 4:50 Int: guy

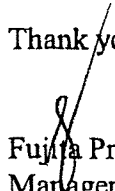
Dear Tenant:

As you should know, smoking inside the ITC Building is **STRICTLY PROHIBITED**. Please note that this also includes the use of Electronic Cigarettes (or e-cigarette), personal vaporizer (PV), or electronic nicotine delivery system (ENDS), and/or any other similar device(s).

As a reminder, the **ONLY** designated smoking area is located on the third (3rd) floor, outside the building (facing the post office). We must continue to respect and maintain a clean environment for all patrons and tenants.

Your strict compliance, cooperation and understanding regarding this matter is greatly appreciated.

Thank you.


Fujita Property Guam, Inc. / ITC Bldg.
Management office



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OCT 07 2013
Department of Land Management
Time: 4:52 Intl: [Signature]


RE: **Quarterly Fire Alarm Preventive Maintenance / Testing**

Please be advised, Phoenix Pacific (Guam), Inc. will be conducting our Quarterly Fire Alarm Preventive Maintenance / Testing for ITC's fire alarm and strobe lighting system on **Friday, October 11, 2013 at 8:30 am.**

The testing is expected to take approximately one (1) hour and the fire alarm will sound intermittently throughout the building. However, there is absolutely no need to vacate during the testing period.

We sincerely apologize for any inconvenience this may cause and appreciate your continued patience and understanding.

If there are any questions concerning the above, please do not hesitate to contact our office at 646-6825/26.


Fujita Property Guam, Inc./
ITC Bldg. Management office