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To Site managers <managers@example.test>
Cc finance@example.test
Subject Q3 operations report and November maintenance plan
Date Fri, 02 Oct 2026 09:15:00 +0000

Harbor Point Facilities

Q3 update

Hi all,

The **Q3 operations report** is attached. Spending finished **\$530 over budget**, mostly from utilities and two HVAC repairs.

96%

satisfaction

212

jobs closed

-6%

energy use

Coming up in November

- Nov 03 - fire alarm test, all sites, 10-11am
- Nov 18 - Building B parking lot resurfacing

Please confirm the fire alarm test window with your tenants by **October 20**.

Thanks,

Dana Reyes

Facilities coordinator

Synthetic example only.

Attachments

- Q3-operations-report.pdf