

NOTICE OF ENTRY: ROOF PREVENTATIVE MAINTENANCE

Date: [Insert Date]

To all Residents/Tenants of: [Insert Building Name/Address]

This letter serves as formal notice that scheduled preventative maintenance will be performed on the roof of your building.

Scheduled Date(s): [Insert Date Range]

Scheduled Time: [Insert Start Time] to [Insert End Time]

Reason for Entry/Work:

Contractors will be accessing the roof and upper exterior areas to perform inspections, gutter cleaning, and minor repairs. This work is necessary to ensure the structural integrity of the building and prevent leaks.

What to Expect:

- Workers may be visible near windows via ladders or scaffolding.
- There may be noise from foot traffic, power tools, or debris removal.
- Please keep balcony doors and windows closed during the scheduled hours.

Access to individual units [is / is not] required. (If yes: Workers will enter to inspect ceiling areas for signs of moisture.)

If you have any questions or concerns regarding this maintenance, please contact the Management Office at [Insert Phone Number] or [Insert Email Address].

Thank you for your cooperation.

Sincerely,

Building Management
[Insert Company Name]