

**Date:** [Insert Date]

**To:** All Residents and Building Occupants

**Subject:** IMPORTANT: Lobby Renovation and Revised Cleaning Schedule

Dear Residents,

Please be advised that we will begin renovation work in the main lobby starting on **[Start Date]**. These upgrades are expected to be completed by **[Estimated End Date]**.

**Renovation Details:**

The project will include [List main tasks, e.g., painting, flooring, new lighting]. During this time, parts of the lobby may be cordoned off. Please follow all posted directional signs for safe entry and exit.

**Revised Cleaning Schedule:**

To manage construction dust and debris, we have implemented an increased cleaning schedule. Cleaning crews will be active during the following hours:

- **Morning Shift:** [Start Time] to [End Time]
- **Evening Shift:** [Start Time] to [End Time]

**Key Impacts:**

- Noise levels may be higher than usual between [Work Hours].
- Mailboxes will remain accessible, but please use caution in the area.
- [Insert any other impacts, e.g., elevator limitations].

We apologize for the temporary inconvenience and thank you for your patience as we improve our building.

Sincerely,

[Your Name/Property Management Name]

[Contact Phone Number]

[Email Address]