

NOTICE TO ALL RESIDENTS

Date: [Insert Date]

Subject: Scheduled Trash Enclosure Cleaning

Dear Residents,

Please be advised that we have scheduled a deep cleaning and sanitization of the community trash enclosures.

Cleaning Date: [Insert Date]

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

To ensure the cleaning crew can thoroughly wash the area, we kindly ask that you follow these instructions:

- Avoid using the trash enclosures during the hours listed above.
- Ensure all trash is placed inside the bins before the cleaning begins.
- Do not leave any bulky items or loose bags on the enclosure floor.

This maintenance is necessary to eliminate odors, prevent pest issues, and maintain a clean environment for everyone. We apologize for any temporary inconvenience this may cause.

If you have any questions, please contact the management office at [Insert Phone Number] or [Insert Email Address].

Thank you for your cooperation.

Sincerely,

[Your Name/Property Management Name]

[Property Name]