

## **NOTICE: SCHEDULED COMMON AREA DEEP CLEANING**

Date: [Insert Date]

Dear Residents,

Please be advised that a professional deep cleaning of the building's common areas has been scheduled for the following date(s) and time(s):

- **Date(s):** [Insert Date(s)]
- **Time:** [Insert Start Time] to [Insert End Time]

### **Areas to be cleaned include:**

- [e.g., Main Lobby and Entrances]
- [e.g., Hallways and Carpets]
- [e.g., Elevators and Stairwells]
- [e.g., Resident Lounge/Gym]

### **Action Required:**

To ensure the cleaning is thorough, we kindly ask that you remove all personal items (such as doormats, shoes, or bicycles) from the hallways and common areas by [Insert Deadline Time/Date]. Any items remaining may be moved by the cleaning crew.

Please use caution when walking through these areas during the scheduled times, as floors may be wet or slippery. Some cleaning agents may have a noticeable scent; we recommend keeping apartment doors closed if you are sensitive to cleaning odors.

Thank you for your cooperation in keeping our community clean.

Sincerely,

[Your Name/Property Manager Name]  
[Building Name/Management Company]  
[Contact Phone Number]