

NOTICE: BALCONY CLEARANCE AND WINDOW WASHING

Date: [Insert Date]

To All Residents of [Insert Building Name/Address],

Please be advised that professional window washing services have been scheduled for the building on the following dates:

Scheduled Dates: [Insert Start Date] to [Insert End Date]

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

To ensure the safety of the crew and to prevent damage to your personal property, we kindly request that you complete the following tasks prior to the start date:

- Remove all furniture, plants, and decorative items from your balcony.
- Ensure all windows and balcony doors are tightly closed and locked.
- Remove any exterior window screens if applicable.
- Keep curtains or blinds closed for your personal privacy while workers are present.

Please note that the schedule is subject to change depending on weather conditions. If there is heavy rain or high wind, the service will be postponed to the next available clear day.

Management is not responsible for damage to items left on balconies during the cleaning process.

Thank you for your cooperation.

Sincerely,

Building Management
[Insert Contact Information]