

DATE: [Insert Date]

TO: All Residents/Tenants of [Insert Building Name/Address]

RE: ADVISORY: Exterior Window Washing Schedule

Dear Residents,

Please be advised that professional window cleaners will be performing exterior window washing for the entire building on the following dates:

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

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

To ensure the cleaning process is completed effectively and safely, please take note of the following:

- **Privacy:** Please keep your blinds or curtains closed during working hours, as crews will be using scaffolding or platforms outside your windows.
- **Windows:** Ensure all windows are tightly closed and locked to prevent water leakage.
- **Balconies:** Please remove all personal items, plants, and furniture from your balcony or move them away from the glass to prevent water spotting or damage.
- **Pets:** Keep pets away from window areas to prevent them from being startled by the workers.

Please note that this schedule is weather-dependent. In the event of high winds or heavy rain, the cleaning will be postponed to the next available clear day.

We apologize for any temporary inconvenience and thank you for your cooperation in maintaining the appearance of our building.

Sincerely,

[Your Name/Signature]

[Your Title/Building Management]

[Contact Phone Number]