

NOTICE: SCHEDULED EXTERIOR WINDOW WASHING

Date: [Insert Date]

Dear Residents/Tenants,

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

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

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

To ensure the cleaning is completed effectively and safely, please follow these instructions:

- Keep all windows and balcony doors closed and locked during the scheduled times.
- Remove any items from your windowsills or balconies that may be sensitive to water.
- Close your blinds or curtains if you require privacy, as workers will be on platforms outside your windows.

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

We apologize for any inconvenience and thank you for your cooperation in maintaining our building.

Sincerely,

[Your Name/Property Management]

[Building Name/Address]

[Contact Phone Number]