

Date: [Insert Date]

To: All Residents/Owners of [Property Name]

Subject: MANDATORY ACTION REQUIRED: Balcony Clearance for Power Washing

Dear Resident,

Please be advised that professional power washing services have been scheduled for the exterior of the building, including all private balconies.

Service Date(s): [Insert Date(s)]

Service Hours: [Insert Time, e.g., 8:00 AM to 5:00 PM]

To ensure a thorough cleaning and to prevent damage to your personal property, you are required to comply with the following instructions:

- **Clear All Items:** Remove all furniture, plants, rugs, decorations, and debris from your balcony.
- **Close Windows and Doors:** Keep all balcony doors and windows tightly shut during the service hours to prevent water from entering your unit.
- **Pet Safety:** Ensure all pets are kept inside the unit and away from balcony doors.

Important Note: The cleaning crew will not move personal items. Any balcony that is not cleared by the start time will not be cleaned. The building management is not responsible for damage to items left on balconies or water damage resulting from windows/doors left open.

Thank you for your cooperation in maintaining the appearance and integrity of our building.

Sincerely,

[Management Name/Property Manager]

[Building/Company Name]

[Contact Phone Number]