

Date: [Insert Date]

To: All Residents/Tenants

Subject: ADVISORY: Spring Exterior Power Washing

Dear Tenant,

As part of our spring maintenance program, we have scheduled professional power washing for the exterior of the building. This service is intended to remove winter debris, mold, and dirt to maintain the property's appearance and integrity.

Scheduled Date(s): [Insert Dates]

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

To ensure the process goes smoothly and to protect your personal belongings, please complete the following by [Insert Deadline Date/Time]:

- Remove all items from your balcony, patio, or porch (furniture, plants, rugs, etc.).
- Ensure all windows and balcony doors are tightly closed and locked.
- Keep your blinds or curtains closed for your privacy while workers are on site.
- Move any vehicles parked directly adjacent to the building walls to avoid overspray.

Please note that the management is not responsible for damage to items left outside during the scheduled washing time. You may notice some water spots on windows immediately following the service; these will be addressed during our upcoming window cleaning schedule.

Thank you for your cooperation in keeping our community clean.

Sincerely,

[Your Name/Property Management Name]

[Contact Phone Number]

[Email Address]