

**Date:** [Insert Date]

**Subject:** Notice of Scheduled Power Washing

Dear Residents,

Please be advised that [Vendor Name] has been scheduled to perform power washing services throughout the community. This maintenance is part of our ongoing effort to keep our property clean and well-maintained.

**Work Schedule:**

- **Start Date:** [Insert Date]
- **End Date:** [Insert Date]
- **Daily Working Hours:** [Insert Time, e.g., 8:00 AM to 5:00 PM]

**Scope of Work:**

The following areas will be cleaned: [List areas, e.g., Building exteriors, sidewalks, breezeways, parking lots].

**Resident Action Items:**

- Please remove all personal items from your balcony/patio, including furniture, plants, and rugs.
- Ensure all windows and doors are tightly closed and locked to prevent water leakage.
- Keep pets indoors during the scheduled working hours.
- Avoid parking in designated "No Parking" zones if marked for the cleaning crew.

Please note that management and the vendor are not responsible for damage to items left in the work areas or water intrusion due to windows being left open.

Thank you for your cooperation in improving our community.

Sincerely,

[Your Name/Property Management]

[Property Name]

[Contact Phone Number]