

Date: [Insert Date]

To: All Building Occupants and Staff

Subject: ADVISORY: Implementation of Enhanced Janitorial Cleaning Schedule

Dear Occupants,

This letter is to inform you that we are implementing an enhanced janitorial cleaning schedule for [Insert Building Name/Location], effective [Insert Start Date].

To ensure a healthier and safer environment for everyone, our custodial team will increase the frequency of sanitization. Key updates to our cleaning protocols include:

- **High-Touch Surfaces:** Increased disinfection of door handles, elevator buttons, light switches, and handrails.
- **Common Areas:** More frequent cleaning of lobbies, breakrooms, and restrooms throughout the day.
- **Deep Cleaning:** Scheduled after-hours deep cleaning sessions for all workstations and flooring.
- **Sanitization Stations:** Regular refilling of hand sanitizer dispensers and antibacterial wipe stations.

We kindly ask for your cooperation in keeping personal workspaces clear of clutter to allow our cleaning staff to sanitize surfaces effectively. Please also continue to follow standard hygiene practices, such as frequent handwashing.

If you have any specific concerns or notice an area that requires immediate attention, please contact [Insert Department/Contact Name] at [Insert Phone Number/Email].

Thank you for your cooperation in maintaining a clean workspace.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]