

Date: [Insert Date]

To: All Residents and Community Members

From: [Insert Management Name/Board of Directors]

Subject: Update to Janitorial Service Schedule

Dear Residents,

We are writing to inform you of an upcoming change to the janitorial service schedule for our community. To ensure the highest standard of cleanliness and efficiency, we have updated the days on which our cleaning crew will be on-site.

Effective **[Insert Effective Date]**, the new cleaning schedule will be as follows:

- **Service Days:** [Insert Days, e.g., Mondays, Wednesdays, and Fridays]
- **Service Hours:** [Insert Time Range, e.g., 8:00 AM - 4:00 PM]

Areas Included in Cleaning:

- [Area 1, e.g., Main Lobby and Entrances]
- [Area 2, e.g., Hallways and Stairwells]
- [Area 3, e.g., Laundry Rooms and Resident Lounges]
- [Area 4, e.g., Fitness Center and Pool Area]

During these hours, you may see janitorial staff working in common areas. We kindly ask that you keep these areas clear during their scheduled times to allow them to complete their work thoroughly.

If you have any questions or notice any areas that require immediate attention, please contact the management office at [Insert Phone Number] or via email at [Insert Email Address].

Thank you for your cooperation in keeping our community clean and well-maintained.

Sincerely,

[Your Name/Signature]

[Title]

[Property/Community Name]