

Date: [Insert Date]

To: All Residents and Tenants

From: [Property Management/Building Administration]

Subject: Important Letter Concerning Common Area Janitorial Schedule Revisions

Dear Residents,

Please be advised that there will be a formal revision to the janitorial cleaning schedule for all common areas, effective [Insert Start Date].

The updated cleaning hours will be as follows:

- **Lobbies and Entrances:** [Insert Time/Frequency]
- **Hallways and Stairwells:** [Insert Time/Frequency]
- **Elevators:** [Insert Time/Frequency]
- **Laundry and Shared Facilities:** [Insert Time/Frequency]

These changes have been implemented to improve the cleanliness and hygiene of our shared environment. During these scheduled times, please be aware of "Wet Floor" signs and exercise caution when moving through the building.

We ask that all personal items be removed from common hallways to ensure the cleaning staff can perform their duties thoroughly.

Should you have any questions or concerns regarding these changes, please contact the management office at [Insert Phone Number] or [Insert Email Address].

Thank you for your cooperation.

Sincerely,

[Your Name/Signature]

[Title/Position]

[Building Name]