

Date: [Insert Date]

To: All Residents and Staff

Subject: Update Regarding Common Area Janitorial Service Hours

Dear Residents,

This letter is to inform you of a change to the janitorial service schedule for the common areas of the building. To improve the efficiency of our maintenance operations and ensure the cleanliness of the premises during peak hours, we are adjusting the service shifts.

Effective Date: [Insert Effective Date]

New Janitorial Schedule:

- **Monday - Friday:** [Insert Start Time] to [Insert End Time]
- **Saturday - Sunday:** [Insert Start Time] to [Insert End Time]

Affected Areas:

These changes apply to all shared spaces, including the lobby, hallways, elevators, fitness center, and laundry rooms.

Please note that during these shift hours, you may notice custodial staff working in high-traffic areas. We ask for your cooperation in allowing them space to complete their duties safely and effectively.

If you have any questions or concerns regarding these changes, please contact the Management Office at [Insert Phone Number] or via email at [Insert Email Address].

Thank you for your cooperation and for helping us keep our community clean.

Sincerely,

[Your Name/Property Management Name]
[Building/Company Name]