

[Date]

[Recipient Name/All Tenants]

[Department/Building Name]

[Address]

Subject: Announcement of Adjusted Janitorial Services Schedule

Dear [Recipient Name/Tenants],

Please be advised that there will be a formal adjustment to the janitorial and cleaning services schedule for [Building/Facility Name], effective [Start Date].

This adjustment is being implemented to [reason for change, e.g., improve efficiency, accommodate new building hours, or enhance sanitation protocols].

New Service Schedule:

- **Monday - Friday:** [New Hours, e.g., 6:00 PM - 10:00 PM]
- **Saturday - Sunday:** [New Hours or "No Service"]

Key Changes:

- [Specific change 1, e.g., Trash collection will now occur at 7:00 PM.]
- [Specific change 2, e.g., Floor waxing will move to the first Saturday of each month.]
- [Specific change 3, e.g., Daytime porter services will remain unchanged.]

We kindly ask that all personal items be cleared from surfaces by [Time] to ensure the cleaning staff can perform their duties effectively. If you have any specific concerns or require special accommodations regarding this new schedule, please contact [Contact Name/Department] at [Phone Number/Email].

Thank you for your cooperation and understanding as we work to maintain a clean and safe environment.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Job Title]

[Organization Name]