

Date: [Insert Date]

To: All Residents of [Insert Building Name/Address]

Subject: Update to Weekly Janitorial Maintenance Schedule

Dear Residents,

Please be advised that we are updating our weekly janitorial maintenance schedule to ensure the continued cleanliness and upkeep of our community. Effective [Insert Start Date], cleaning services will take place on the following schedule:

- **Day(s) of the Week:** [Insert Day, e.g., Every Tuesday and Thursday]
- **Estimated Timeframe:** [Insert Time, e.g., 9:00 AM to 3:00 PM]

Service Areas Include:

- Lobbies and entrances
- Hallways and stairwells
- Elevator cabins
- Laundry rooms and common amenities
- Trash and recycling areas

During these times, you may notice wet floors or hear cleaning equipment in use. Please use caution when walking through common areas while the janitorial staff is on-site. We ask that you keep all personal items, such as doormats or shoes, inside your units during scheduled cleaning hours to allow for thorough floor maintenance.

Thank you for your cooperation in keeping our building clean and comfortable for everyone.

Sincerely,

[Your Name/Property Manager Name]
[Building Management Company]
[Contact Phone Number]
[Contact Email]