

## **NOTICE: EXTERIOR WINDOW WASHING**

Date: [Insert Date]

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

Please be advised that professional window washers will be cleaning the exterior windows of the building on the following dates:

**Scheduled Dates:** [Insert Start Date] to [Insert End Date]

**Working Hours:** [Insert Start Time] to [Insert End Time]

To ensure the cleaning crew can access your windows safely and effectively, we kindly request that you:

- Clear all items from your balcony, including furniture, plants, and drying racks.
- Ensure all windows and balcony doors are tightly closed and locked.
- Remove any exterior window screens (if applicable).
- Keep curtains or blinds closed during working hours for your privacy.

Please note that window washing is weather-dependent. In the event of high winds or rain, the schedule may be delayed.

The management and the cleaning contractors are not responsible for damage to items left on balconies during the scheduled cleaning period.

Thank you for your cooperation.

Sincerely,

[Insert Name/Property Manager Name]

[Building Management Company]

[Contact Phone Number]