

**Date:** [Insert Date]

**To:** All Residents/Tenants

**Subject:** ADVISORY: Annual Fall Window Maintenance and Inspection

Dear Resident,

As the autumn season begins, we are scheduling our annual window maintenance and inspection to ensure your home remains energy-efficient and weather-tight for the upcoming winter months.

**Scheduled Date:** [Insert Date]

**Scheduled Time:** [Insert Time Range]

During this visit, our maintenance team will perform the following:

- Inspection of window seals and weatherstripping.
- Cleaning of exterior and interior tracks.
- Lubrication of hinges, locks, and opening mechanisms.
- Checking for drafts or glass damage.

**Action Required:**

Please ensure that all windows are accessible by removing any plants, furniture, or fragile items from windowsills and the immediate surrounding area. If you have pets, please ensure they are secured in a separate room during the inspection.

If you have noticed any specific issues with your windows (such as sticking, leaks, or broken locks), please report them to the management office prior to the scheduled date so we can ensure the technician has the necessary parts.

Thank you for your cooperation in maintaining the quality of our building.

Sincerely,

[Your Name/Property Management Name]

[Phone Number]

[Email Address]