

NOTICE: EXTERIOR WINDOW CLEANING ADVISORY

Date: [Insert Date]

To: All Residents and Tenants of [Building Name]

Please be advised that professional exterior window cleaning is scheduled for the building on the following dates and times:

Start Date: [Insert Date]

End Date: [Insert Date]

Working Hours: [Insert Time, e.g., 8:00 AM to 5:00 PM]

During this period, cleaning crews will be accessing the exterior of the building using scaffolding, platforms, or ropes. To ensure your privacy and safety, please take note of the following:

- **Privacy:** Please keep your blinds, curtains, or window coverings closed while crews are working in your area.
- **Windows:** Ensure all windows and balcony doors are tightly closed and locked to prevent water leakage or accidents.
- **Balconies:** Please remove any fragile items, laundry, or furniture from your balcony that may be affected by water or cleaning solution overspray.
- **Safety:** Do not attempt to open windows or communicate with the cleaners while they are suspended outside.

Please note that this schedule is subject to change based on weather conditions (high winds or heavy rain). If there are delays, updated information will be posted in the common areas.

Thank you for your cooperation as we work to maintain the appearance of our building.

Sincerely,

[Your Name/Property Manager Name]

[Building Management Company]

[Contact Phone Number]