

NOTICE: ANNUAL WINDOW WASHING

Dear Residents,

Please be advised that the annual professional window washing for the building is scheduled to take place on the following dates:

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

Time: [Insert Start Time] to [Insert End Time] daily

To ensure the cleaning is completed effectively and safely, we ask that you complete the following preparations:

- **Remove Screens:** Please remove all window screens and store them inside your unit.
- **Clear Windowsills:** Remove all plants, decorations, or personal items from interior windowsills.
- **Close Windows:** Ensure all windows are tightly closed and locked during the scheduled times to prevent water leakage.
- **Privacy:** Close your blinds or curtains if you require privacy while the crew is working outside your unit.

Please note that the schedule is subject to change depending on weather conditions. In the event of high winds or heavy rain, work will be postponed to the next available clear day.

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

Sincerely,

Building Management
[Contact Phone Number]
[Date of Notice]