

Date: [Insert Date]

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

**Subject: Notice of Annual Window Maintenance and Inspection**

Please be advised that our annual window maintenance and safety inspection is scheduled to take place on the following dates:

- **Date(s):** [Insert Start Date] to [Insert End Date]
- **Time:** [Insert Start Time] to [Insert End Time] daily

This routine maintenance is performed to ensure the safety, energy efficiency, and proper operation of all windows throughout the building. The scope of work includes:

- Cleaning of exterior glass surfaces.
- Inspection of seals and weatherstripping.
- Lubrication of hinges and locking mechanisms.
- Testing of safety restrictors.

**Required Actions:**

- Please ensure all windows are fully closed and locked during the scheduled times.
- Remove any items from window sills or balconies that may obstruct the crew.
- Keep blinds or curtains closed if you prefer privacy while workers are on the building exterior.

Maintenance crews [will/will not] require access to the interior of your unit. [If yes: A staff member will accompany the contractors at all times.]

We apologize for any inconvenience and thank you for your cooperation in maintaining the building.

Sincerely,

[Your Name/Signature]

[Property Management Name]

[Contact Phone Number]