

Date: [Insert Date]

To: All Tenants and Building Occupants

Property: [Insert Property Name/Address]

Subject: IMPORTANT: Winter Snow Removal Operations Reminder

Dear Tenant,

As the winter season approaches, we would like to remind you of our snow and ice management procedures to ensure the safety and accessibility of the property.

1. Snow Clearing Schedule:

Our contractors are scheduled to begin clearing operations once snow accumulation reaches [Insert Number] inches. Priority is given to main entrances, emergency exits, and primary drive aisles.

2. Parking Restrictions:

To allow for efficient plowing, please ensure all vehicles are parked within designated stalls. Do not park in fire lanes or block access to salt bins. In the event of a heavy storm, we may request that vehicles be moved to [Insert Designated Area].

3. Sidewalks and Entrances:

While our crew treats common walkways, please exercise caution when entering and exiting the building. Black ice can form quickly. Please report any particularly slippery areas to the management office immediately.

4. Deliveries:

Please coordinate with your vendors to ensure delivery trucks do not obstruct snow removal equipment during active clearing operations.

5. Contact Information:

To report urgent snow-related issues or hazardous conditions, please contact [Insert Contact Name] at [Insert Phone Number] or email [Insert Email Address].

Thank you for your cooperation in keeping our property safe this winter.

Sincerely,

[Your Name/Company Name]
Property Management