

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Subject: Post-Storm Snow Removal Operations and Procedures

Dear Residents and Tenants,

Following the recent winter storm, our snow removal teams have been deployed to clear the property. To ensure efficient operations and the safety of all individuals, please follow the procedures outlined below:

1. Clearing Priorities

Our primary focus is clearing emergency access routes and main driveways. Once these are secured, crews will move to secondary paths, parking stalls, and building entrances.

2. Vehicle Relocation

If your vehicle is parked in an outdoor lot, please move it to a cleared area when requested. Vehicles that are not moved may be plowed in or towed at the owner's expense to allow for full curb-to-curb clearing.

3. Walkways and Sanding

While we strive to clear walkways to bare pavement, please assume that surfaces may be slippery. We are applying salt and sand to high-traffic areas, but we urge everyone to wear appropriate footwear and use caution.

4. Snow Piles

Snow will be pushed to designated storage areas on the perimeter of the property. Please do not allow children to play on or near these snow piles, as they can be unstable and are often near active machinery.

5. Reporting Hazards

If you notice a significant hazard, such as a blocked fire hydrant or a severely iced drain, please contact [Management Name/Phone Number] immediately.

We appreciate your patience and cooperation as we work to restore full access to the property. Please stay safe and allow our operators plenty of space to work.

Sincerely,

[Your Name/Property Management]

[Contact Information]