

Date: [Insert Date]

To: All Residents and Tenants of [Property Name/Address]

Subject: Notice of Exterior Painting Schedule and Access Restrictions

Dear Resident,

Please be advised that we will be beginning exterior painting works on the building starting [Start Date]. The project is expected to be completed by [End Date], weather permitting.

Work Schedule:

Days: [e.g., Monday to Friday]

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

Access Restrictions and Preparation:

- **Balconies/Patios:** Please remove all furniture, plants, and personal items from your balcony or patio by [Deadline Date]. Access to these areas will be restricted during active work hours.
- **Windows:** Please ensure all windows and doors are kept closed and locked during work hours to prevent dust, paint overspray, or fumes from entering your unit.
- **Parking:** Access to certain parking spaces or common walkways may be restricted to accommodate scaffolding and equipment. Please follow all posted detour signs.
- **Common Areas:** Specific entrances or exterior amenities may be closed temporarily.

Safety Note: For your safety, please do not attempt to enter work zones or interact with scaffolding and equipment at any time.

We apologize for any inconvenience this may cause and thank you for your cooperation in maintaining the property.

Sincerely,

[Your Name/Property Manager Name]

[Management Company Name]

[Contact Phone Number]