

IMPORTANT: Laundry Room Renovation Safety Guidelines

Date: [Insert Date]

Dear Residents,

Renovations on the laundry room are scheduled to begin on **[Start Date]** and are expected to be completed by **[End Date]**. To ensure the safety of all residents and staff, please adhere to the following guidelines during this period:

- **No Entry:** The laundry room will be strictly off-limits to all residents. Do not enter the area while construction is in progress.
- **Keep Clear:** Please keep hallways and doorways leading to the laundry room clear of personal belongings to allow workers to transport equipment and materials.
- **Supervise Children and Pets:** Ensure that children and pets are kept away from the construction zone at all times.
- **Noise and Dust:** Expect increased noise levels and some dust during working hours (typically [Start Time] to [End Time]). We recommend keeping your apartment doors closed to minimize disturbance.
- **Safety Hazards:** Be aware of temporary power cords, tools, or debris near the work site. Do not touch or move any construction equipment.

We apologize for the temporary inconvenience and appreciate your cooperation in making this improvement to our building as safe as possible.

If you have any questions, please contact the Management Office at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Property Management]
[Building Name]