IMPORTANT NOTICE TO RESIDENTS

Scheduled Exterior Cleaning

Please review the preparation and safety information below before cleaning begins.

COMMUNITY [COMMUNITY NAME]	**CLEANING DATE(S)** [DATE / DATE RANGE]
APPROX. HOURS [START TIME] - [END TIME]	**AREAS BEING CLEANED** [BUILDINGS / BREEZEWAYS / SIDEWALKS / OTHER]

Dear Residents,

Management has scheduled professional exterior cleaning services with **Livingston Pro Wash** to help clean and maintain our community. To help protect your belongings and allow the cleaning crew to work safely and efficiently, please complete the following preparations before the scheduled cleaning begins.

Before Cleaning Begins

✓ Close and securely lock all windows and exterior doors.

✓ Remove personal belongings from balconies, patios, breezeways, landings, and other areas scheduled for cleaning when instructed by management.

✓ Remove or secure outdoor furniture, decorations, rugs, plants, toys, bicycles, and other loose items.

✓ Keep children and pets away from active work areas, hoses, equipment, and recently cleaned surfaces.

✓ Do not enter areas temporarily closed or marked by cones, signs, barriers, or crew members.

✓ Move vehicles from designated cleaning areas when requested by management.

✓ Notify property management in advance of any known exterior maintenance concerns that may be affected by cleaning.

During Cleaning

Livingston Pro Wash crews may be working around buildings, sidewalks, breezeways, stairwells, parking areas, and other common areas. Residents may encounter hoses, wet surfaces, cleaning equipment, temporary work zones, and cleaning solutions while work is underway. **Please do not walk through active cleaning areas.** Follow temporary signage, cones, barriers, and instructions from property management or the cleaning crew. Use extra caution around wet surfaces.

Windows & Doors

Please ensure that all windows and exterior doors are fully closed and properly secured before cleaning begins. If you are aware of damaged seals, loose weather stripping, damaged windows, gaps around doors, or other conditions that could allow water intrusion, please notify property management before the scheduled service.

Balconies & Patios

If balconies or patios are included in the scheduled scope, management will advise whether personal belongings must be removed. Livingston Pro Wash personnel should not be expected to move resident-owned furniture, decorations, grills, plants, bicycles, or other personal belongings unless specifically arranged through property management. Items remaining in designated cleaning areas may prevent portions of those areas from being cleaned.

Vehicles

If management requests that vehicles be relocated, please move your vehicle by the stated deadline.
Vehicle Relocation Deadline: [DATE / TIME] **Affected Parking Area(s):** [LOCATION]
Vehicles remaining within an active work area may prevent portions of the scheduled cleaning from being completed.

After Cleaning

Some exterior surfaces may remain wet following service. Please use caution when walking through recently cleaned sidewalks, stairs, breezeways, pool decks, parking areas, and other surfaces until they have adequately dried. If you notice a concern following the cleaning, please contact property management rather than approaching crew members while they are actively operating equipment.

QUESTIONS?
For scheduling, resident access, vehicles, balconies, or community-specific instructions, contact:

[PROPERTY / MANAGEMENT COMPANY]
Phone: [PHONE NUMBER] Email: [EMAIL ADDRESS]

IMPORTANT: Cleaning schedules may change because of weather, property conditions, equipment requirements, or other circumstances. Property management will communicate significant scheduling changes when appropriate.

Thank you for helping us prepare for a cleaner community.