

Spring Cleaning Day Schedule

Dear Team,

As spring approaches, it's time for our annual Spring Cleaning Day! Below is the schedule for the day:

Schedule

- **Date:** Saturday, April 15, 2023
- **Time:** 9:00 AM - 4:00 PM

Tasks

1. 9:00 AM - 10:00 AM: Supply Setup
2. 10:00 AM - 12:00 PM: Office Decluttering
3. 12:00 PM - 1:00 PM: Lunch Break
4. 1:00 PM - 3:00 PM: Deep Cleaning Areas
5. 3:00 PM - 4:00 PM: Dispose of Unwanted Items

What to Bring

Please bring gloves, cleaning supplies, and any items you wish to donate.

Looking forward to seeing everyone there!

Best,

[Your Name]

[Your Position]

[Your Company]