

# Snowfall Maintenance Duties Update

Date: [Insert Date]

Dear [Team/Staff Name],

This letter serves to provide an update regarding the snowfall maintenance duties for the upcoming winter season. As we prepare for potential snowfall, it is crucial that we adhere to our maintenance schedule to ensure safety and accessibility.

## Responsibilities

- Inspect and maintain snow removal equipment.
- Clear pathways and entry points within [Specify Location].
- Monitor weather forecasts and prepare for necessary action.
- Maintain communication with [Contact Person/Team] for issue reporting.

## Schedule

Snowfall maintenance will commence upon the first forecast of snow accumulation exceeding [Insert Inches]. The following schedule will be observed:

- Initial inspection: [Insert Date/Time]
- Continual monitoring: [Insert Frequency]
- Post-snowfall assessment: [Insert Date/Time]

Should you have any questions or require additional information, please feel free to reach out to me directly at [Your Contact Information]. Thank you for your cooperation and dedication in ensuring a safe environment during the winter months.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization]