

Shared Space Cleaning Schedule

Dear Residents,

We hope this message finds you well. To maintain a clean and pleasant living environment, we have established a shared space cleaning schedule. Please find the details below:

Cleaning Schedule

Date	Task	Assigned Resident
1st Monday of the Month	Common Area Dusting	John Doe
2nd Monday of the Month	Kitchen Cleaning	Jane Smith
3rd Monday of the Month	Bathroom Cleaning	Mike Johnson
4th Monday of the Month	Floor Mopping	Emily Davis

Guidelines

- Please clean up after yourself and follow the schedule.
- Report any maintenance issues to the property manager.
- Be respectful and cooperative with your neighbors.

Thank you for your cooperation in keeping our shared spaces clean!

Best regards,
The Apartment Management