

Shared Space Cleaning Schedule

Dear Event Organizers,

As we prepare for upcoming events, we would like to establish a shared cleaning schedule for our communal spaces. This initiative will ensure that our venue remains clean and welcoming for all guests.

Cleaning Schedule

Date	Time	Responsible Organizer
MM/DD/YYYY	10:00 AM - 11:00 AM	Organizer Name 1
MM/DD/YYYY	10:00 AM - 11:00 AM	Organizer Name 2
MM/DD/YYYY	10:00 AM - 11:00 AM	Organizer Name 3

Please ensure that the designated cleaning duties are completed before your events commence. If you have any other questions or suggestions regarding the cleaning schedule, feel free to reach out.

Thank you for your cooperation!

Best regards,
[Your Name]
[Your Position]
[Your Organization]