

Shared Space Cleaning Schedule

Dear Roommates,

To maintain a clean and pleasant living environment, we've created a cleaning schedule for our shared spaces. Below is the plan:

Week	Roommate Responsible	Tasks
1	Roommate A	Clean the living room and kitchen
2	Roommate B	Clean the bathrooms and hallway
3	Roommate C	Vacuum and dust common areas
4	Roommate D	Mop floors and take out trash

Please communicate if you're unable to complete your tasks and we can find a solution together. Thank you for your cooperation!

Best,

Your Roommate