

# Shared Community Facilities Cleaning Schedule

Dear Residents,

To ensure our community facilities remain clean and enjoyable for everyone, we have implemented a shared cleaning schedule. Please find the details below:

## Cleaning Schedule

Date	Facility	Assigned Resident
Monday, 1st January	Community Kitchen	John Doe
Wednesday, 3rd January	Common Room	Jane Smith
Friday, 5th January	Outdoor Area	Emily Johnson
Monday, 8th January	Gym	Mark Brown

## Guidelines

- Cleaning supplies will be provided in each facility.
- Please complete your assigned cleaning task by 5 PM on your scheduled day.
- If you are unable to fulfill your duty, please arrange for someone else to take your place.

Thank you for your cooperation in keeping our community clean!

Best regards,

The Community Management Team