

Shared Space Cleaning Schedule

Dear Students,

This letter serves as a reminder and outline for our shared space cleaning schedule.

Cleaning Responsibilities

- **Week 1:** Kitchen - *John, Mary*
- **Week 2:** Living Room - *Sarah, Alex*
- **Week 3:** Bathroom - *Emma, Liam*
- **Week 4:** Hallway - *Chris, Jess*

Cleaning Supplies

Please ensure to stock up on cleaning supplies before your scheduled week.

Communication

If you have any issues or need to reschedule your cleaning week, please communicate with your housemates in advance.

Thank you for your cooperation!

Sincerely,
Your Housing Coordinator