

Bike Storage Room Cleaning Schedule

Date: [Insert Date]

Dear [Residents/Users],

This is to inform you about the upcoming cleaning schedule for the bike storage room. To ensure a clean and safe environment for all, we will be conducting a thorough cleaning on the following dates:

- **Week 1:** [Insert Date] - General Cleaning
- **Week 2:** [Insert Date] - Garbage Disposal
- **Week 3:** [Insert Date] - Bike Organization
- **Week 4:** [Insert Date] - Maintenance Check

We kindly ask all residents to remove any personal items or bikes on these dates to facilitate the cleaning process. Your cooperation is greatly appreciated.

If you have any questions or concerns, please do not hesitate to contact [Insert Contact Information].

Thank you for your understanding!

Sincerely,
[Your Name]
[Your Position]
[Your Organization]