

# High-Rise Condominium Maintenance Guidelines

Dear Residents,

We hope this message finds you well. In an effort to maintain the high standards of our condominium community, please adhere to the following maintenance guidelines:

## 1. Common Areas

- Please keep hallways and shared spaces free of personal items.
- Report any maintenance issues in common areas to the management office immediately.

## 2. Unit Maintenance

- Regularly check your smoke detectors and change batteries as needed.
- Schedule periodic maintenance for HVAC systems to ensure efficiency.

## 3. Waste Disposal

- Dispose of trash in designated bins only.
- Ensure recycling is done according to the city's guidelines.

## 4. Noise Control

- Keep noise levels to a minimum, especially during nighttime hours.
- Notify management of any disturbances that cannot be resolved amicably.

Your cooperation is greatly appreciated in maintaining a pleasant living environment for all residents. Thank you for your attention to these guidelines.

Sincerely,

[Your Management Team]