

# Maintenance Procedures for Multi-Family Living Spaces

Date: [Insert Date]

To All Residents,

We would like to inform you about the maintenance procedures that will be established to ensure the safety and comfort of all residents in our multi-family living spaces.

## 1. Routine Maintenance Schedule

Maintenance inspections will occur monthly. Please be aware of the following schedule:

- Plumbing checks - First Monday of every month
- Electrical systems inspection - Second Tuesday of every month
- HVAC maintenance - Third Wednesday of every month

## 2. Emergency Maintenance Requests

In case of any emergency maintenance needs, please contact the management office immediately at [Insert Contact Number] or [Insert Email Address].

## 3. Resident Responsibilities

We ask that residents report any maintenance issues to management within 24 hours of occurrence to ensure timely repairs and to maintain the quality of living for everyone.

## 4. Updates and Notifications

Regular updates will be provided via email or notice boards regarding the status of maintenance tasks and additional services being offered.

Thank you for your cooperation and attention to these maintenance procedures. Together, we can maintain a safe and pleasant living environment for all. If you have any questions or concerns, please do not hesitate to reach out.

Sincerely,

[Your Name]

[Your Position]

[Management Company Name]  
[Contact Information]