

Communal Area Maintenance Guidelines

Date: [Insert Date]

To: [Insert Recipient's Name]

From: [Insert Your Name/Management]

Subject: Guidelines for Communal Area Maintenance

Dear [Recipient's Name],

As part of our ongoing efforts to maintain a clean and safe environment for all residents, we would like to remind everyone of the following guidelines regarding communal area maintenance:

General Cleanliness

- All residents are responsible for disposing of trash properly in designated bins.
- Common areas should be kept free of personal items to ensure accessibility.

Maintenance Requests

- Any damages or maintenance issues must be reported to management promptly.
- Emergency repairs should be communicated via [Insert Contact Method].

Shared Responsibilities

- Residents are encouraged to participate in communal cleaning efforts scheduled on the first Saturday of every month.
- Please respect communal furniture and facilities, reporting any issues immediately.

Thank you for your cooperation in keeping our communal areas safe and pleasant for everyone.

Sincerely,

[Your Name]

[Your Position/Role]

[Contact Information]