

# Guidelines for Maintaining Shared Facilities

Dear Residents,

We are pleased to provide you with the following guidelines to ensure that our shared facilities are maintained in a clean and safe manner:

## General Guidelines

- Always clean up after yourself.
- Report any damages or maintenance issues to the facility manager immediately.
- Respect others' space and privacy while using the facilities.

## Kitchen Usage

- Wipe down surfaces after use.
- Label your food items clearly and dispose of anything that is expired.
- Ensure all dishes are cleaned and put away after use.

## Restroom Etiquette

- Flush the toilet and ensure the seat is clean.
- Dispose of personal items in the trash bin.
- Report any issues to the management immediately.

## Common Areas

- Keep noise levels down.
- Do not leave personal items in the shared spaces.
- Share the space fairly with others.

Thank you for your cooperation in maintaining our shared facilities. Together, we can ensure a pleasant living environment for everyone.

Sincerely,  
Your Community Management