

# Dear Residents,

We hope this message finds you well. In an effort to maintain a clean and pleasant living environment for all, we would like to remind everyone of the following regulations regarding shared area cleanliness:

## Shared Area Cleanliness Regulations

1. **Daily Cleaning:** All residents are expected to clean up after themselves in shared areas immediately after use.
2. **Trash Disposal:** Please dispose of all trash in the designated bins, ensuring that all items are properly sorted.
3. **Kitchen Use:** After using the kitchen, please wash all dishes and wipe down surfaces.
4. **Noise Control:** Be considerate of noise levels, especially during quiet hours.
5. **Reporting Issues:** If you notice any cleanliness issues that need attention, please report them to management promptly.

We appreciate your cooperation in keeping our shared spaces clean and enjoyable for everyone. Thank you for being a responsible resident!

Sincerely,  
Management Team