

Shared Space Cleanliness Expectations

Dear [Team/Residents/Colleagues],

As we continue to share our communal spaces, it is essential that we all contribute to maintaining a clean and welcoming environment. To ensure everyone's comfort, please adhere to the following cleanliness expectations:

- Always clean up after yourself in shared kitchens, bathrooms, and lounges.
- Dispose of trash, recycling, and compost materials properly.
- Wipe down surfaces after use, including tables and counters.
- Keep personal items stored in designated areas.
- Report any cleanliness issues or maintenance needs promptly.

Thank you for your cooperation and for helping to keep our shared spaces enjoyable for all.

Sincerely,
[Your Name]
[Your Position]