

Your Company Name
Your Company Logo
“Notice of Work”

“**YOUR COMPANY NAME**” will be washing this building on **(INSERT DATES)**. We will be starting at 8:00 AM and should be complete by 5:30 PM daily. We kindly ask you to clear off your decks and entrance ways as best as possible. The more items that you can remove, the less chance of damage, and the better your area will be cleaned. If you do not want to have your deck cleaned then we ask you to tie a “Fluorescent Ribbon” to the railing to indicate your intention. We also ask you to please “Close & Lock” your windows to allow for adequate cleaning. Try not to open them until the end of the day/job as we may go over them several times throughout the job. If you feel they are still dirty at the end of the job then simply “Tape A Piece Of Paper” or place a “Sticky Note” on the inside face of the glass to indicate that you would like them re-done.

*****IMPORTANT***** Taking out screens is your responsibility and we recommend that when you open the window at the end of the job that you use an old towel to wipe down the window track prior to reinstalling the screen.

Please have a look at the site map that we have provided which indicates the areas that we will be working at on specific dates. If you park inside of your garage, or the carport, we kindly ask you to have your vehicles moved onto the street prior to us starting. Plus, please ensure that your vehicle does not breach the sidewalk that we will be cleaning.

We also encourage you to leave pets inside as some detergents may be harmful to their paws. Plants, hanging baskets and exterior decorations can also be affected, so please ensure they are inside to protect from potential over spray. If this is not possible, we do our best to protect your property but it is ultimately your responsibility. If you can't move your plants, please heavily water them the night before and again once we are complete. Finally, if you have any concerns with a slight amount of water entering through the bottom seal of your doorway, we suggest placing a rolled up towel where the water may enter. We are not responsible for water entering anywhere at your property as we expect an airtight seal. We take pride in our attention to protecting your property, and assure you that we will be finished as quickly as possible.

Please Remember to:

- Keep pets inside
- Bring personal items inside
- Keep windows closed

*If you have any questions or concerns, please feel free to contact **(SITE LEADER NAME AND PHONE #)**.

