



WINDOW & BALCONY CLEANING

Greetings Residents,

The exterior window and balcony railing cleaning is scheduled to begin on Wednesday, November 6th, and continue for approximately three weeks, wrapping up Tuesday, November 19th. *Please note that the completion date is an approximate time and may change due to unforeseen circumstances.*

The project will begin on the north end of the building (facing 11TH St.) and proceed clockwise each day beginning at 8:00 am until 4:00 pm. We ask that you please use caution when walking the perimeter of the building and observe any posted safety instructions during the project.

Unit Schedules will be emailed and posted on the residential bulletin boards letting you know which day your unit is scheduled to be cleaned so you can prepare accordingly:

- **Remove all items from your balcony.**
- **Close all windows and/or balcony doors (*for additional privacy please be sure to close your blinds*).**

If the above items are not addressed before the time of cleaning, YOUR WINDOWS AND/OR BALCONY WILL NOT BE CLEANED.

Please Report any cleaning deficiencies to the Management office within 24 hours so we can address this before the project is completed.

Thank you for your patience and cooperation during this process. If you have any questions or concerns, please feel free to contact building management at 213-749-9255 or email ellevestaff@actionlife.com.

Thank you,

Elleven Management