



Evo - Window Cleaning

Washing all exterior windows and balcony glass is scheduled to take place starting on **Monday March 26th through Tuesday May 1st, 2018**. Work hours shall be between **8:00 AM and 5:00 PM, Monday through Friday**. The drop schedule is below. Workers will be utilizing the swing stage along the outside of the building.

Please be mindful of the following:

- You may want to close your window coverings for privacy
- For some units, not all windows may be cleaned on the same day due to the configuration of the building exterior.
- Due to wet conditions, please exercise caution when walking around the building’s perimeter. Signs will be posted in the areas where work is taking place.
- Please keep all windows and sliding doors closed when window cleaning is in your area.
- Please be sure to remove all items or furniture from balconies that you may not want to get wet. Staff will not move any items on any balcony.

Balcony/Patio – Glass & Exterior Panels

For units with balconies and patios, cleaning of balcony glass and exterior surfaces (excluding floor) is also included with this service **at no additional charge**. Balcony cleaning is scheduled to take place **April 25 to May 1st**.

Please contact Eduardo Campillo at Ecampillo@actionlife.com or **213-741-2703** to be placed on our list for balcony cleaning. The deadline to add your balcony on the list is **April 2nd**. After reception of all requests, Management will develop a balcony-cleaning schedule. Because of the multiple units to cover, residents will not be able to select a specific date for balcony cleaning. The schedule will be available by **April 6th**.

Schedule:

South Side - building section facing 12th Street.....**March 26, 27 & 28**

West Side - building section facing back alley/Hope Street.....**March 29 & 30 and April 2, 3 & 4**
Floors 6 to 23

North Side – building section facing Elleven & Luma buildings/11th Street.....**April 5, 6, 9 & 10**

East Side – building section facing Grand Avenue.....**April 11, 12, 13, 16, 17 & 18**
Floors 6 to 23

East (back alley) and **West** (Grand Ave) sides.....**April 23, 24 & 25**
Floors 1 to 5 *Units covered separately because of necessary boom lift instead of swing stage to access cleaning areas*

If further information is necessary, please contact management