



Window Cleaning Schedule

Washing all exterior windows and balcony glass is scheduled to take place starting on **Monday, October 1st, 2018 through Friday November 9th**. 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 **from October 31st to November 9th**.

Please contact Xochitl Diaz at xdiaz@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 **October 5th**. After reception of all requests, management will develop a balcony-cleaning schedule. Because of the multiple unit to cover, residents will not be able to select a specific date for balcony cleaning. The schedule will be available by **October 12th**.

Schedule:

West Side - building section facing back alley/Hope Street.....**October 1st to October 5th**
Floors 6 to 23

North Side – building section facing Elleven & Luma buildings/11th Street... **October 8th to October 11th**
Floors 6 to 23

East Side – building section facing Grand Avenue.....October 12th, October 15th to October 19th
Floors 6 to 23

South Side - building section facing 12th Street.....**October 22nd to October 25th**

East (Grand Ave) and **West** (back alley) & **North** (11th Street) sides.....**October 29th and 30th**
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.