![HRS - HIGH RISE SOLUTIONS]

October 25, 2016

Exterior Glass Cleaning

Please be advised that High Rise Solutions will **commence** overdue external cleaning to all exterior glass and louvres on **Thursday 27th December 2016.**

It is envisaged that the cleaning works will take 4 days in total.

To carry out glass and louvre cleaning efficiently, we will require the following from **ALL** residents for the duration of the work being carried out:

- Please close **ALL** windows and balcony doors, tight - so that water does not penetrate the interior of your residence.
- Please open **ALL** louvres so that they are "flat", and not on an angle (ie, So that you can clearly see outside from your apartment – **DON'T SHUT THEM PLEASE!**). This will allow the cleaners to access each side of the louvre and the window, in between the louvres. *Note that the eastern facing louvres are fixed, and do not move or cannot be adjusted.*
- Please move all items away from all glass on the inside of your balcony/ies (both balustrades and doors), so that the windows cleaners can quickly and easily access glass to clean and move onto the next.

Any residents that do not leave their windows closed or louvres open will **NOT** have their windows cleaned for another 6-8 months.

Also, please remove any items from your balcony that could be affected by any overspray from water hosing. Alternatively move the items to the rear of the balcony and cover with a plastic sheet if at all possible.

Remember to close and lock all windows and if required lower any internal blinds or shut curtains for your privacy. We will endeavour to generate as little disruption as possible.

For those apartments that face the northern side of the building, if you do not have a louvre handle that allows you to open & close your louvres, one can be supplied for you – Please contact the Building Manager in relation to this should you require a louvre handle on 0400 545517.

Sincerely - Sean French-Harley - Director