



Memo:

To: Valued Clients

From: Virgo Business Centers

Date: 5/11/18

Re: **Kitchen & Refrigerator Etiquette**

When utilizing the kitchen & refrigerator please keep in mind that this is shared space.

These common areas are for **ALL** to use and **RESPECT**.

Please limit the quantity of bags of grocery that are left in the refrigerator and ensure that everything is labelled with your name or company name.

Unfortunately, it has come to our attention multiple times that items in the refrigerator have gone missing or eaten. If you did not put any items in the refrigerator, do not take anything that does not belong to you.

This courtesy gesture is not only for you but also for your fellow tenants.

As always, the refrigerator is cleaned out **EVERY** Friday promptly at 4pm and once a month is detailed cleaned.

Thank you for your cooperation.

Virgo Management