

**From:** 575 Center Manager <[REDACTED]>

**To:** undisclosed-recipients;

**Subject:** Memo

**Date:** Fri, 27 Sep 2013 16:50:53 +0000

**Inline-Images:** image001.gif; image008.png; image009.png; image010.png

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# Memo

**To:** All Clients

**From:** Virgo Business Centers

**Date:** September 27<sup>th</sup>, 2013

**Re:** Kitchen and Restroom Etiquette

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We have been noticing an increase of uncleanliness in our restrooms and kitchen

in the past few months such as toilets not being flushed, bathroom stalls left unclean, and cups left on counter tops or inside the sink.

Please be sure that cups are discarded in the trash receptacles located underneath the counter and that all restroom areas are kept clean. (i.e. toilets being flushed and all paper towels discarded in trash bins).

We have been working with the building cleaning company as they provide the services for the floor twice a day (morning & night) along with a cleaning matron who comes during the day to refill paper towels and toilet paper.

It is important to maintain a presentable environment throughout the center not only for you but also for your fellow tenants as well as any guests.

If you have any questions or concerns regarding this issue please feel free to contact a Virgo staff member at [REDACTED].

Thank you for your cooperation,

Virgo Management

**Margaret Petruccelli**

Center Manager

Virgo Business Centers

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