**preparing for pswm – commercial tenants**

### overview

Thank you for the opportunity to clean your interior windows! Here are a few of the items to consider when preparing for interior window cleaning:

* If you have window sills, please remove all items from your sills. For the protection of your property, we generally do not clean windows that have items in their sills.
* If you have anything adhered to the window (i.e. posters, glass figurines, sun catchers, pictures, etc.), please remove it if you’d like us to clean the window.
* If you have anything written on your window, please write “OK to clean” on the window if you would like your window washed. This also applies to relights (the windows between offices that are not on the perimeter).
* If your suite is alarmed, do we have a temporary code to access your unit?
* If we need a security escort in your space, has that been arranged?
* If you have a protected space (i.e. medical testing laboratory with special restrictions, etc.), has the property manager and/or building engineer been notified that you do not want your space cleaned?