**preparing for pswm – residential 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 on the sills.
* If you have fragile items in front of your windows, please move those away from 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.
* 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 your blinds need to be raised or lowered in a particular manner or if you know a blind is weak, please leave us a note of instructions or notify the window cleaners when they arrive at your unit.
* If applicable, please remove plants from balcony railings.
* If you have screens that can only be removed from the inside, please notify us if you would like us to remove them for you. There may be an extra charge for that.
* If you’re writing a check, please make it out to PSWM.