



EXTERIOR WINDOW CLEANING

Luma HOA has contracted Chamberlin Building Services, Inc. to perform our building window washing this October, 2017. The windows enclosing the balconies will be washed.

On **Monday, October 16, 2017**, Chamberlin will begin cleaning **Stack 01** (units ending in **01**). Upon completion of Stack 01, they will proceed west (toward Hope St.) to Stack **02**. As shown on the schedule, Chamberlin will then begin Stack 04 (facing Hope St.) and will continue moving north to complete Stacks 06, 08, 10, 12, 14 & 16. They will then move east to complete Stack 16 and begin cleaning Stack 15. Once Stack 15 is completed on the east side of the building facing the Terrace, Chamberlin will then begin Stack 03 (facing the Pool) and proceed north to complete Stacks 05, 07, 09, 11 and 13. Chamberlin's goal is to complete one stack per day and complete the entire building by November 20, 2017. Please keep in mind this is an **approximate date of completion**.

The attached schedule shows a layout of the above information. Please view this document to see the estimated date your Stack will be cleaned. The last two digits of your unit number represent the Stack number (e.g. #1702 is in Stack 02 and #1316 is in Stack 16).

Please be advised that the dates of cleaning for each Stack may change due to unforeseen reasons, (e.g. wind speed, rain, equipment failure). For your convenience, a daily schedule will be maintained on the bulletin board in the mailroom and will also be emailed with daily updates.

IMPORTANT NOTES:

-  Hours of operation are **9 am to 5 pm, Monday thru Friday, with the exception of Holidays**. No personnel will be on the swing stage (suspended workers' platform) before or after this timeframe.
-  Please check daily for updates as dates and direction of cleaning may change
-  Exercise precaution when walking around the building.
-  **PLEASE CLOSE DOORS AND WINDOWS!!!**
-  **REMOVE ALL PERSONAL ITEMS FROM YOUR PATIO OR BALCONY AT LEAST (1) ONE DAY BEFORE YOUR STACK IS SCHEDULED TO BE CLEANED!** The crew is not allowed to move any items on patios and balconies. If there are items left on the balcony/patio that obstructs any glass to be washed and/or surface to be rinsed, the crew may **NOT BE ABLE TO CLEAN.**
-  Please check your windows on the day they were cleaned in order to report any deficiencies to the HOA.

Should you have any questions, suggestions or concerns, please do not hesitate to contact the HOA office at 213-742-0387. Thank you.

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