



## **Maintenance and Housekeeping Policy**

*Revised January 23, 2017*

Our Maintenance/ Housekeeping Staff strive to maintain the harmony and security of our beautiful condominium property.

Their hours are as follows:

**7:00 am until 6:00 pm Memorial Day thru Labor Day**  
**7:00 am until 4:00 pm September thru May**

The Maintenance/ Housekeeping Staff are not permitted to enter an individual owner's condominium unless it is for the purpose of conducting Association related business, or in the case of an emergency.

The Maintenance/ Housekeeping Staff responsibilities are for the common areas of the condominium property. The Association's Insurance only covers our staff when they are performing their duties in the portions of the condominium property that are maintained by the Association.

The Maintenance/ Housekeeping Staff is allowed to handle personnel requests from owners, as long as the requests are handled outside of the Staff member's scheduled work hours.

The Maintenance/ Housekeeping Staff does not have access to individual owner's condominiums. The Association Manager is the only person allowed to authorize access to individual condominiums.