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Monday-Friday  
8am-4:30pm  
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Service First Management  
Kendall Square HOA  
12084 Cadet Ct  
Manassas, VA 20109-7897

**Account #** 054587 - 0001  
**Site:** Kendall Square Hoa



## *Winter/Holiday Service Schedule*

Dear Valued Customer,

Happy Holidays! As we all enter the busy Holiday season, we would like to remind you of the upcoming collection schedule and inclement weather policies.

**Thanksgiving Day:** Office is closed and no services will be provided. If your regular recycling pickup falls on this day, recycling collection make up day will be the Saturday after the holiday (November 28th).\*\*

**Christmas Day & New Year's Day:** Office is closed and no services will be provided. If your regular recycling pickup falls on this day, recycling collection make up day will be the Saturday after the holiday (December 26th & January 2nd).\*\*

**\*\*On make-up days, crews come through neighborhoods earlier than normal, please make sure residents put their items curbside the night before.\*\***

**Yard Debris Collection:** Ends effective December 24th unless your contract specifies otherwise. If you have yard debris to be collected after this date, place your items to curbside on your 2nd collection day until yard debris season resumes the 1st week of March.

**Christmas Tree Collection:** Single family and multi-dwelling attached homes, Christmas trees will be collected on January 6th and January 13th. We ask all tinsel and decorations be removed. Please do not place trees in plastic bags.

**Inclement Weather:** Safety in your community is our primary concern. Roads and/or areas which are deemed unsafe due to snow or ice will be suspended for collection. If suspension occurs, services will resume on the next regularly scheduled collection day.

We would like to thank you for the opportunity to serve you and your community. Please forward this information to all Board Members and Property Managers. If you have any questions, please call our customer service department at 571.292.5510, Monday through Friday, from 8:00 AM to 4:30 PM or visit us on our website at [www.americandisposal.com](http://www.americandisposal.com).

At your disposal,

*American Disposal Services*