

To: All Office Staff

From: Office Management

Date: 12/11/2023

Subject: Lunchroom Cleanliness

Hello Office Team,

I hope this memo finds you well, there has been a recent cockroach outbreak in our office, thus it is mandatory we address the issue, a professional pest control team has been hired and the building has undergone fumigation, yet we need to take more serious measures to prevent future infestations.

To begin, we've established a clever plan, to maintain office hygiene, we've provided hand sanitizers, disinfectant wipes and recycle bins for each desk to dispose of any food leftovers or garbage in time, we've also added posters everywhere to remind you of proper cleaning techniques and all potential pest entry points have been sealed tightly.

You are all encouraged to maintain a clean environment by cleaning your desk using our provided cleaning kits, so let's all connect our individual efforts for a healthy and comfortable workspace

Thank you for your cooperation, we are hoping that we all stick to our plan so that we won't have to go through the process of fumigation again