

GORDON D. SIMONDS
184 WEST STREET
PORTLAND, MAINE 04102

Tel: (207) 874-4000

Fax: (207) 773-8874

August 30, 2001

Trash barrels have been placed in the enclosure outside of this building.

While Trash bags will be placed in the kitchen AND at 15 Crescent Street over the next visit. Use these trash bags ONE AT A TIME and when they are full, TAKE THEM OUTSIDE AND PUT THEM INSIDE THE TRASH BARRELS. DO NOT PERMIT THESE BAGS TO REMAIN IN YOUR ROOMS OR IN THE KITCHEN WHEN FULL. USE ONLY ONE BAG AT A TIME. FAILURE TO TAKE YOUR FULL BAG TO THE BARRELS WILL COST YOU \$1.00. ONLY ONE EMPTY BAG MAY BE IN YOUR ROOM AT ONE TIME. FAILURE TO PUT YOUR BAG INTO THE TRASH BARREL OUTSIDE OR THE PRESENCE OF MORE THAN ONE BAG IN YOUR ROOM WILL COST YOU \$1.00. PLEASE PUT THE LID SECURELY BACK ONTO THE BARRELS. OUT OF RESPECT FOR YOURSELVES AND YOU NEIGHBORS, YOU MUST KEEP THIS BUILDING FREE OF TRASH AND KEEP THE OUTSIDE OF THE BUILDING CLEAN.