

## CHILDREN'S PLAYROOM POLICY

Parents or Guardians need high attention to their kids in the playroom

OPEN: 9am – 9pm (Every day)

- The management office reserves right to amend the operation hours in case if deemed necessary.
- This play equipment is designed to serve children between the ages of **2~12 years old**.
- The Children's Playroom is for the use of owners and their families, residents and invited guests.
- **Parents should take care of their children while playing in the playroom.**
- Parents, children and maids are **not allowed to eat or drink in the playroom**.
- Please **take off your shoes** and place on shoe rack and **put on socks** before entering the playroom.
- **Toys are not allowed to bring** from outside the playroom.
- Management Office will not be responsible for any accidents that might occur accidentally, thus parents may carefully supervise their children when using the playroom.
- If any equipment or toys are damaged by users, those users will be responsible for all expenses without any rejection.

### PLAYROOM CLEANING SCHEDULE

Schedule	Scope of Work	Time	Date
Weekly Cleaning	<ul style="list-style-type: none"> <li>● Soft Floors (full mops, spot-clean)</li> <li>● Hard Floors (full mops, spot-clean)</li> <li>● Preventative Maintenance (fittings/fixtures)</li> </ul>	1pm – 3pm	Every Wednesday
Monthly Cleaning	<ul style="list-style-type: none"> <li>● Soft Floors (Full mops, washing)</li> <li>● Hard Floors (Full mops, polishing, Spray-clean)</li> </ul>	8am - 5pm	4 <sup>th</sup> Week (Wednesday)

We appreciate your good cooperation in complying with the policy.

Sincerely Yours,



DE CASTLE  
Royal

De Castle Royal Management Office