

**To:** Lesley Groff  
**From:** Sonam Dema  
**Sent:** Mon 9/11/2017 12:12:33 PM  
**Subject:** Re: Clean 3M today

God morning Lesley

Yes cleaning 3M and 11J are in my schedule today. One quick question, do I have to follow same procedure like calling security for unlocking the room to clean 11J

Sent from my iPhone

> On Sep 11, 2017, at 6:39 AM, [REDACTED] wrote:  
>  
> Morning! Please clean 3M today as our guest left yesterday...thank you!