

**To:** [REDACTED] merwin dela cruz [REDACTED]  
**From:** Lesley Groff  
**Sent:** Wed 10/24/2018 12:11:59 PM  
**Subject:** 7J-Needs Air Mattress Set up Fri. Oct. 26/clean Mon. Oct. 28

Morning! Leo, please set up the air mattress in 7J this Friday Oct. 26. We will need extra pillows, linens, towels. 4 People will stay there Sat. Oct. 27th. Please mark your calendar to clean 7J on Monday Oct 29th! OK?