
From: [REDACTED]
Sent: Monday, June 25, 2012 3:03 PM
To: Lesley Groff; Karyna Shuliak; [REDACTED]; lyn fontanilla
Cc: Bella Klein
Subject: Fwd: Cleaning of apartment 10N today

OK so I have spoken to best Home Services and they can go into 11P for an h=ur from 5 until 6 to do the bathroom. Karyna the amount that=will now need to go into the envelope marked for Mary will be \$100.=A0 I would like you to meet the cleaning lady, Lenore, in the lobby at 2.=0pm. To give her the envelope with the money, the laundry card, show her t=e laundry room and take her up to 10N.

Then if you could please =o to 10N just before 5pm to take her to 11P.

The code for 10N that you should give her is [REDACTED]. I think you will n=ed to write it down for her as she will be going between the apartment and=the laundry room a few times.

Lyn, can you=please also buy a mop and bucket for 11P and any bathroom cleaner they may=need. I know you said that there are cleaning products in the apartment an= it doesnt matter if they are different brands but please do purchase if t=ere is nothing similar to each of the items. for eg: scouring powder of wi=dow/glass cleaner.

----- Forwarded message -----

From [REDACTED]
Dat=: Mon, Jun 25, 2012 at 3:53 PM
Subject: Cleaning of apartment 10N today
To: Lesley Groff <[REDACTED]>=, [REDACTED] <mailto:[REDACTED]> >, lyn fontanilla <[REDACTED]> <mailto:[REDACTED]> >, Karyna Shuliak [REDACTED] <mailto:[REDACTED]> >
Cc: Bella Klein <[REDACTED]> <mailto:[REDACTED]> >

I have a cleaning service coming today=at 2.30pm to clean 10N. Lesley can you please send me the code for 10N as = always use the master code to get into the apartments and I do not want t= give this to the cleaners.

Lyn and Jojo, I know you are waiting for delivery of the mattresses,=could you please look at the list of cleaning things the agency has given =e and compare with what is in 10N and purchase any missing items. Can you =lso please make sure there is a vacuum cleaner in 10N and an ironing board=and iron. (list is at end of email)

This is basically the best agency I have been in contact with. The mana=er is very precise and has phoned me about 5 times to confirm things, and =he sent me an email with cleaners name and all the details which I have no= had with any of the others.

She told me they will come in, strip the beds, take the towels and bedd=ng straight down to the laundry, put them in the washer, come back up and =o the kitchen and living areas, then back to the laundry to put in drier, =hen into apartment to do bathroom and bedroom , then last thing, get the c=ean linen and make the bed up.

Karyna I would love to ask for your help and have checked with J= that it is ok, so unless he has given you something else to do since then=it would be great if you could help with the following. We need to leave m=ney in a sealed envelope in the apartment with Mary Cavanaugh, Best Home S=rVICES written on the envelope. I will confirm the exact amount with you s=ortly. It is approximately \$80, so if you could collect from Bella that wo=ld be great. Alternatively you could use

money you have and fetch from Bel=a at a time that is suitable for you. I also need you to sort out the laun=ry card and meet the cleaner at 2.30pm to show her where the laundry is an= how it works. And I am sorry to ask as well, if you can go back to the ap=rtment at 4.50pm and check that all is clean enough before the lady leaves=

Lesley has also just informed me that the bathroom in 11P that was supp=sed to be cleaned on Friday is an awful mess, so I am going to check with =est Home Services if they can send this cleaner in after 10N to do that ba=hroom. I will confirm back with everyone once I have done so.

Here is the list of cleaning supplies Lyn and Jojo-

Scrub=ing bubbles an aerosol bathroom cleaner Comet scouring powder Bounty=Paper Towels Brillo Sponges Endust Fanstick MR Clean/Cinch =for windows) Bucket and string mop OR swiffer dry cloths with pole and handle (for floor=)

Please all confirm back!

THank you so much!!