

**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 hour 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 to the laundry room and take her up to 10N.

Then if you could please go 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 need 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 there is nothing similar to each of the items. for eg: scouring powder of window/glass cleaner.

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

From: [REDACTED]  
Date: Mon, Jun 25, 2012 at 3:53 PM  
Subject: Cleaning of apartment 10N today  
To: Lesley Groff <[REDACTED]>; [REDACTED] <mailto:[REDACTED]>; lyn fontanilla <mailto:[REDACTED]>; Karyna Shuliak <mailto:[REDACTED]>  
Cc: Bella Klein <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 to 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 =Iso 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 manager 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 bedding 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 clean 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 money in a sealed envelope in the apartment with Mary Cavanaugh, Best Home Services written on the envelope. I will confirm the exact amount with you shortly. 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!!