
From: Merwin Dela cruz [REDACTED]
Sent: Tuesday, June 6, 2017 3:51 PM
To: Karyna Shuliak
Cc: Leo [REDACTED] [REDACTED]
Subject: Re: Work at 301

I don't know if you are aware, Jean an= his team started working in the library and they will also start working i= the massage room once they finished the library. I will send Leo there tommorrow to do what he can in those apartments. Are we getting Ching to paint?<=r> Merwin Dela Cruz
[REDACTED]

On Jun 5, 2017, at 9:53 PM, Karyna Shuliak [REDACTED] wrote=

Hello everyone,=p>

As I mentioned earlier, Mr. Epstein needs you guys to do some work in the guest apartments. Below I have put together a list of tasks for you, that you can start working on. There might be a few additions, which I will let you know of later.

If you have any questions or need more clarification on something, please feel free to ask me.

=p style="margin: 0px; line-height: normal; color: rgb(69, 69, 69);">Sue, I have copied you here as well, just so you can see a few things, that we would=need your presence with.

General tasks for all the apartments:

-put all the lights on dimmers, </>

-straighten up all the door handles,

=span style="font-family: 'SFUIText'; font-size: 17pt;">-have dirty rugs deep cleaned,

-thorough cleaning of all surfaces to remove dirty marks and fingerprints: walls, closets, floors, stainless steel appliances, doors,

-closets and doors that would still remain visibly=dirty after the cleaning will need to be painted. I suggest using semigloss=paint for easier maintenance,

-check the beds, leather on the=sides of some of them became dirty and needs to be cleaned.

Specific tasks for apartments:

11P

- * put 2=mirrors(that are currently above the bed) above the dresser (have Sue to ov=rsee that)
- * Hide=wires in the linen closet
- * Pain= shelves in the linen closet (use a glossy paint, so that it would be easie= to clean in the future)
- * Chan=e the phone
- * Hide=wire near the bed
- * Fire=alarm
- * Chan=e the door chain

7J

task)

- * fix t=e art in the bedroom so that it lays flat against the wall, not bending&nbs=;(Sue to oversee this
- * Walk=in bedroom closet: fix broken wood, change the hooks, cover electric plates=/span>
- * Smal= bedroom closet: straighten up shelves and metal poles, so that they are pa=allel to the floor

10B

- * bedr=oms closets: install metal poles instead of the existing ones, install ligh= switches or, if impossible, make current ones look decent
 - * Rust=d shower fixture needs to be changed
 - * Inst=ll bathrobe hook on the bathroom door
 - * Line= closet: repaint the shelves
 - * Inst=ll same color/warmth light bulbs in the hallway ceiling
 - * Patc= the holes from old wall pictures
 - * Coat=closet: hide the wires

8A:

- * Put 2=mirrors above the sofa (Sue to oversee that)
- * Clea= rust from the desk

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Sent from my iPad
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