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

I don't know if you are aware, Jean and his team started working in the library and they will also start working in the massage room once they finished the library. I will send Leo there tomorrow to do what he can in those apartments. Are we getting Ching to paint? 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 oversee that)
- * Hide wires in the linen closet
- * Paint shelves in the linen closet (use a glossy paint, so that it would be easier to clean in the future)
- * Change the phone
- * Hide wire near the bed
- * Fire alarm
- * Change the door chain

7J

task)

- * fix the art in the bedroom so that it lays flat against the wall, not bending (Sue to oversee this)
- * Walk in bedroom closet: fix broken wood, change the hooks, cover electric plates
- * Small bedroom closet: straighten up shelves and metal poles, so that they are parallel to the floor

10B

- * bedrooms closets: install metal poles instead of the existing ones, install light switches or, if impossible, make current ones look decent
- * Rusty shower fixture needs to be changed
- * Install bathrobe hook on the bathroom door
- * Linen closet: repaint the shelves
- * Install same color/warmth light bulbs in the hallway ceiling
- * Patch the holes from old wall pictures
- * Coat closet: hide the wires

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

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Sent from my iPad
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