From: Lesley Groff < ███████████████ >
Sent: Friday, June 22, 2012 7:53 PM
To: lyn Jojo; Lynn and Jojo
Cc: ████████ █ ; █ ████ ████ █ ; ████████
Subject: Help on Monday w/Apartments

Hi Lyn and Jojo...i know on Monday June 25th you are helping out with =he mattress deliveries for 11P and 10B.... ██ is going to hire a =leaning company person to come and clean 10N...we need you to oversee =his person please...make sure she can get in to apartment, has the =roper cleaning products and does a good job...

Lyn/Jojo what time will you be arriving the apartments so ██ can make =ure and have this cleaning person there at the same time

Lyn/Jojo, Taylor, Larry Visoski's daughter is moving from 10N and in to =1P Monday morning..she will leave her things and then come home from =ork in the evening to stay...I believe you will be cleaning 11P (yes?)

Jojo, ██ will provide you with a list of toiletries that need to be =urchased for the apartments.

Lyn/██ -I think there may be extra linens and towels we can use for =0N. Please check! WE have an important guest arriving on Tuesday June =6th at 10am and the apartment needs to be ready to go for him.

Everyone, please respond to all so we are all kept in the loop on this. = Thanks! Les

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