
From: Karyna Shuliak <████████>
Sent: Tuesday, June 6, 2017 7:28 PM
To: Merwin
Cc: Leo; █████
Subject: Re: Work at 301

Merwin, Mr. Epstein has has agreed to have Ching do the =ainting in the apartments. I will have to make a list for him when we =re back.

Thanks,
Karyna

On Jun 6, 2017, at 11:50 AM, merwin dela cruz <████████> wrote:

I don't know if =ou are aware, Jean and his team started working in the library and they =ill also start working in the massage room once they finished the =ibrary. I will send Leo there tomorrow to do what he can in those =apartments. Are we getting Ching to paint?

Merwin Dela Cruz
████████

On Jun 5, 2017, at =:53 PM, Karyna Shuliak <████████> <mailto:████████> >>
wrote:

Hello everyone,

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

If =ou have any questions or need more clarification on something, please =eel free to ask me.
████, I have copied you here as well, =ust so you can see a few things, that we would need your presence =ith.

Thank you very much,
Karyna

General tasks =or all the apartments:
-put all the lights on dimmers,
-straighten up all the door =andles,
-have =irty 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 █ 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 mat in the bedroom so that it lays flat against the wall, not bending (█ 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

- * Rusted 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

8A:

- * Put 2 =irrors above the sofa (█ to oversee that)
- * Clean =ust from the desk

Sent from my =Pad

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