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**From:** Karyna Shuliak <[REDACTED]>  
**Sent:** Wednesday, September 16, 2015 8:31 PM  
**To:** [REDACTED]; [REDACTED]; Leo  
**Cc:** Lesley Groff; [REDACTED]  
**Subject:** Guest apartments checklist

Hello [REDACTED] and Leo,  
Here is an outline of your responsibilities and a checklist for the guest apartments.  
This is a draft. Changes might be made along the way. If you have anything to add, please let me know.

You responsibilities:

- clean and tidy
- buy and stock the supply ( the only exception: I order bathroom sets of shampoos, conditioners and body washes, but you have to let me know when we need to refill)
- bed linens laundry (Mr. Epstein approved that you can send the linens out to cleaners from now on.)

Here is the checklist:

Supply to keep in each guest apartment:

- Ink for printers (1 set)
- Paper for the printers
- Tissues
- 1 extra bedding set with pillows ( there should be 3 sets total for each apartment: one on the bed, one extra, one sent to cleaners)
- 2 extra sets of towels ( 4 sets total for each apartment) toilet paper -Hangers in clothes closets -Toothbrush and toothpaste -soap (small dove) -shower gel, shampoo, conditioner set ( just place a new set each time in a cosmetic bag, as it comes) -washing cloth/loafer (put new each time and throw old one out) -dishwasher detergent and a regular dish detergent and sponges for the kitchen -kitchen trash bags

Rooms:

Check that TV and remotes are working  
Check that there are pens/pencils and writing paper Turn over reed diffuser sticks, refill the liquid if needed(liquid refills should be stored in the storage downstairs, it is cilantro basil sent from Pier Imports. You should buy the refills.)

Kitchen:

2 large bottles of water (Fiji or voss)  
Organic whole milk (smallest package)  
Nespresso coffee capsules  
Tea  
Holder with packets of sugar and sweet&low

NOTE: there are still things missing in the apartments, that I am working on. I will get more pens/pencils and notepads and reed diffusers, I also have some of the refills for diffusers that you can place in the storage.

Thank you,

Karyna.  
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