

From: [REDACTED]
Sent: Wednesday, September 16, 2015 8:35 PM
To: [REDACTED]
Subject: Re: Guest apartments checklist

Not forever!:) I am sure there will be updates..

> On Sep 16, 2015, at 4:33 PM, [REDACTED] =rote:
>
> awesome..I just transferred this to a Word Document and am =aving...forever!
>
> On Sep 16, 2015, at 4:30 PM, [REDACTED] =rote:
>
>> Hello Tess and Leo,
>> Here is an outline of your responsibilities and a checklist for the =uest apartments.
>> This is a draft. Changes might be made along the way. If you have =nything to add, please let me know.
>>
>> You responsibilities:
>> - clean and tidy
>> - buy and stock the supply (the only exception: I order bathroom
>> =ets of shampoos, conditioners and body washes, but you have to let
>> me =now when we need to refill)
>> - bed linens laundry (Mr. Epstein approved that you can send the
>> =inens 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
>> =ach 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 =ime 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 =he 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 =efills should be stored in the storage
>> downstairs, it is cilantro basil =cent 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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