

From: [REDACTED]
Sent: Wednesday, September 16, 2015 8:38 PM
To: [REDACTED]
Subject: Re: Guest apartments checklist

Thanks!:)

> On Sep 16, 2015, at 4:35 PM, [REDACTED] =rote:
>
> Ha...yes, I'm sure...I will make updates when needed ;)
>
> On Sep 16, 2015, at 4:35 PM, [REDACTED] =rote:
>
>> 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] wrote:
>>>
>>>> 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
>>>> =or 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 =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 =orking on. I will get more pens/pencils and
notepads and reed =iffusers, I also have some of the refills for diffusers that you can =lace in the storage.
>>>>
>>>> Thank you,
>>>> 
>>>>
>>
>

```
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    <key>conversation-id</key>
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    <key>date-received</key>
    <integer>1442435884</integer>
    <key>flags</key>
    <integer>8623750145</integer>
    <key>remote-id</key>
    <string>7555</string>
</dict>
</plist>
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