
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 =refills 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,
>>> [REDACTED]
>>>
>>
>

```
<?xml version=.0" encoding=TF-8"?>
<!DOCTYPE plist PUBLIC "-//Apple//DTD PLIST 1.0//EN" "http://www.apple.com/DTDs/PropertyList-1.0.dtd">
<plist version=.0">
<dict>
  <key>conversation-id</key>
  <integer>5130</integer>
  <key>date-last-viewed</key>
  <integer>0</integer>
  <key>date-received</key>
  <integer>1442435884</integer>
  <key>flags</key>
  <integer>8623750145</integer>
  <key>remote-id</key>
  <string>7555</string>
</dict>
</plist>
```