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**From:** Lesley Groff <[REDACTED]>  
**Sent:** Thursday, April 20, 2017 4:38 PM  
**To:** Karyna Shuliak  
**Cc:** [REDACTED]; Leo; Leo; [REDACTED]; [REDACTED]; [REDACTED]; merwin dela cruz; [REDACTED]  
**Subject:** Re: 301 cleaning

GREAT! thank you!

> On Apr 20, 2017, at 12:32 PM, Karyna Shuliak [REDACTED] wrote:  
>  
> Thank you for the update Lesley.  
> [REDACTED] has sent me the latest schedule for the girls apartments, which you can see below. Please let's follow it as much as possible.  
> [REDACTED], [REDACTED] and [REDACTED], if for some reason you need to reschedule, please do so in advance.  
>  
>  
> Tuesday:  
> [REDACTED] 11B - morning  
> [REDACTED] 10N - mid morning to afternoon  
> [REDACTED] 2G - afternoon  
>  
> Wednesday:  
> Karyna 8H- afternoon  
>  
> And I understand [REDACTED] and [REDACTED] will need to coordinate individually each week.  
>  
> Thank you all for the cooperation.  
>  
>> On Apr 20, 2017, at 11:07 AM, Lesley Groff <[REDACTED]> wrote:  
>>  
>> I have down [REDACTED] (11B) and [REDACTED] (10N) are to be cleaned on Tuesday's  
>>  
>> [REDACTED] (2G) and Karyna (8H) are to be cleaned on Wed.'s  
>>  
>> When Nili/Ehud are in town they are to be cleaned on Mon's and Thurs's (11J)  
>>  
>> [REDACTED] will stay in 3M wed-fri each week so we will need that apt cleaned either Fri's after she leaves or on Monday's  
>> [REDACTED] and [REDACTED] should coordinate this each week)  
>>  
>> Guest apartments to be cleaned when needed  
>>  
>> Hope this helps everyone! [REDACTED] please let us know if this all works on your end. thanks  
>>  
>>  
>>  
>>> On Apr 20, 2017, at 12:42 AM, Karyna Shuliak [REDACTED] wrote:  
>>>

>>> It seems that our cleaning schedule for 301 apartments is getting mixed up again. I hear that some of the girls apartments have not been cleaned for 2 weeks consecutively.

>>> Again, Mr. Epstein was clear that the girls apartments should be cleaned once a week. In a rare occasion, when we need the entire team at 1st and absolutely can not manage to have all 301 apartments cleaned, I am asking to please email and let us know in advance (not on the scheduled cleaning day), so that some of us may arrange for an outside cleaning service when necessary. Again, those weeks should rather be exceptions, not a routine. Mr. Epstein believes we have enough people on our team to manage most of the time.

>>> Let's try to follow the schedule as much as possible. If you have to change day/time, please discuss that ahead of time, not on a scheduled cleaning day, so that everyone is prepared. Girls, if you do not need your apartment cleaned on a certain week, please let [REDACTED] know beforehand as well.

>>> [REDACTED] since we now have only 4 girls apartments to clean (2G [REDACTED], H Karyna, 10N [REDACTED], 11B [REDACTED]) could you please send us the updated schedule, so that everyone is on the same page.

>>>

>>>

>>> Thank you! If anyone has any questions or suggestions, please let me know.

>>>

>>

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