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**From:** [REDACTED]  
**Sent:** Wednesday, September 16, 2015 8:36 PM  
**To:** Karyna Shuliak  
**Subject:** Re: Guest apartments checklist

Ha...yes, I'm sure...I will make updates when needed ;)

On Sep 16, 2015, at 4:35 PM, Karyna Shuliak <[REDACTED]> wrote:

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

>

>> On Sep 16, 2015, at 4:33 PM, [REDACTED] wrote:

>>

>> awesome...I just transferred this to a Word Document and am saving...forever!

>>

>> On Sep 16, 2015, at 4:30 PM, Karyna Shuliak <[REDACTED]> wrote:

>>

>>> Hello Tess 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 =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,  
>>> Karyna.  
>>  
>

```
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