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**From:** Richard Kahn <[REDACTED]>  
**Sent:** Wednesday, December 14, 2016 5:26 PM  
**To:** jeffrey E.  
**Subject:** Fwd: NYC home "to do" list

john follow ups for staff

Richard Kahn  
HBRK Associates Inc.  
[REDACTED]

Begin forwarded message:

**From:** =/b>John Christensen <[REDACTED]>  
**Subject:** =/b>NYC home "to do" =ist  
**Date:** =/b>December 14, 2016 at 10:36:44 =M EST  
**To:** =/b>Merwin Dela cruz <m\_[REDACTED]>  
**Cc:** Richard Kahn <[REDACTED]>

Hi =erwin,

I =njoyed meeting you this week and I hope I was able to give you some =ointers for more efficient running of the household.

I wanted =o list the open items that we discussed needs some attention at the =ouse:

- =/span>Repair of =resser in hallway and armoire in master bedroom. Get quote from antique =urniture restorer for Rich Kahn to approve.
- =/span>Change =alogen and incandescent light bulbs wherever possible to LED. =specially important are the ceiling recessed lights. Have JE approve =ample installations before proceeding with replacement in the whole =ouse.

- </span>Get </span>permission to demolish tea kitchen in security office and turn into tool </span>storage and work bench area
- \* </span>Tidy up </span>office window area
- \* </span>Remove </span>office desk in shipping/receiving room and install metal shelving.
- \* </span>Remove red </span>ouch in catering kitchen and tidy up floral decoration space.
- \* </span>Get rid of </span>old equipment racks in basement to free up storage rooms
- \* </span>Organize </span>all storage rooms per storage type: Artwork, furniture, antique, </span>equipment. Keep equipment rooms free of storage items. Install metal </span>shelving in \*antique\* storage room
- \* </span>Photograph </span>and catalog storage items. Update storage database and make printed copy </span>located in binder in each storage room.
- \* </span>Update </span>house manuals so it reflects the currently installed technology. Discard </span>old information
- \* </span>Get </span>emergency generator serviced and receive instructions how to perform </span>quarterly testing
- \* </span>Clean </span>glass ceiling of bathroom skylight.
- \* </span>Try </span>leaning exterior glass of skylight with muriatic acid and 000 steel </span>ool
- \* </span>Mount WiFi </span>equipment in 6th floor kitchen on wall and shorten </span>ires

- \*     Clean up computer wires in Oval Office
- \*     Shorten amp wires in living room/organize
- \*     Replace solar film on 6th floor windows
- \*     Replace broken venetian blinds in 6th floor kitchen
- \*     Get panic alarm button in entry hallway and security office checked.
- \*     Discuss with JE if he wants 2nd set of entry door closed when he is in residence. (added security)
- \*     Repair of water damaged walls in back stairway
- \*     Laminate arrival checklist, housekeeping guidelines and cleaning caddy content list. Distribute as needed
- \*     Daily complete walk of property including guest bedrooms. Check lights, cleanliness, inventory lists (guest toothbrushes, supplies)

New directions for housekeepers:

- \*     Stop using ounce dryer sheets when laundering cloth napkins.
- \*     Stop spraying air freshener in the house
- \*     Stop using ledge for furniture cleaning

\*     =/>Start =teaming bed linen after bed is made in MBR to remove wrinkles

\*     =/>Start =sing horsehair brushes for drapes and delicate furniture as directed by =wight

Feel =ree to call me anytime if you have questions pertaining the typical =state Manager duties. I will make suggestions to JE regarding further =raining elements we should get completed.

Best,

John =hristensen



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