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

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

New directions for housekeepers:

- * =span>Stop usingounce dryer sheets when laundering cloth napkins.
- * =span>Stop spraying air freshener in the house
- * =span>Stop usingledge 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

=