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**From:** Mark Tollison <[REDACTED]>  
**Sent:** Wednesday, October 2, 2013 10:40 PM  
**To:** Jeffrey Epstein; Richard Kahn  
**Subject:** Status Report  
**Attachments:** 9 E Maintenance Procedures and Schedules 10.2.13.doc

1. Maintenance Procedures and Schedules completed and attached for 9 E for review. To be par= of 9 E Household Manual with Housekeeping Procedures and Schedules=already completed.

2. Estate Management guidelines provided to staff, especially for houseke=ping, for island 10/3.

3. 9 E Update- housekeeping and grounds priorities f=r Louella and Janusz completed.

&nbsp;=3B - bids for waxing of living room fine w=odwork in process and being received (to be efficient asked Sue to assist only because thought she may have known vendor used b=fore who could be engaged asap;

&nbsp;=3B was told=she worked with Sarah and was our decorator).

&nbsp;=3B - cable repair for 5th and 4th floor guestrooms recepti=n completed. Will need new box for one of

&nbsp;=3B rooms for 5th floor staf= guest room.

&nbsp;=3B - motors to be installed for cooling tower 10.9.

&nbsp;=3B - more competitive vendor to provide quote for heat exc=anges.

&nbsp;=3B - breaker panel needing repair on 5th floor completed.<=R> &nbsp;=3B - Marantz part arrived, ETA for repair this Fr=day 10.4.

&nbsp;=3B - white wine glassware selected to provide 9 E with nee=ed matching set.

&nbsp;=3B - needed coat racks for guests selected.

&nbsp;=3B

4. Personnel - resume for one island candidate to JE for considerat=on, Rick Kahn to skype. Recommendation- allow mechanical/maintenance/con=truction/grounds, etc. and housekeeping/cooking/laundry, admin, etc.=to be performed by separate qualified individuals.

&nbsp;=3B - eng=ging estatejobs.com to source candidates for island, ranch, asian se=ver for JE to consider.

&nbsp;=3B

Best regards,

Mark

Mark Tollison  
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