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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 part of 9 E Household Manual with Housekeeping Procedures and Schedules already completed.
2. Estate Management guidelines provided to staff, especially for housekeeping, for island 10/3.
3. 9 E Update- housekeeping and grounds priorities for Louella and Janusz completed.  
  - bids for waxing of living room fine woodwork in process and being received (to be efficient asked Sue to assist only because thought she may have known vendor used before who could be engaged asap;  
  - was told she worked with Sarah and was our decorator).  
  - cable repair for 5th and 4th floor guestrooms reception completed. Will need new box for one of  
  - rooms for 5th floor staff guest room.  
  - motors to be installed for cooling tower 10.9.  
  - more competitive vendor to provide quote for heat exchanges.  
  - breaker panel needing repair on 5th floor completed. <=R>   - Marantz part arrived, ETA for repair this Friday 10.4.  
  - white wine glassware selected to provide 9 E with needed matching set.  
  - needed coat racks for guests selected.
4. Personnel - resume for one island candidate to JE for consideration, Rick Kahn to skype. Recommendation- allow mechanical/maintenance/construction/grounds, etc. and housekeeping/cooking/laundry, admin, etc. to be performed by separate qualified individuals.  
  - engaging estatejobs.com to source candidates for island, ranch, asian server for JE to consider.  
  - 3B

Best regards,

Mark

Mark Tollison  
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