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**From:** John Christensen [REDACTED]>  
**Sent:** Friday, July 25, 2014 3:13 PM  
**To:** Jeffrey E.  
**Subject:** Apartment

Jeffrey,

I went over all the apartments with Sue and she made a list if the items nee=ing attention.

There are some odd decisions made in the building. Caryna is storing her fur=iture in a freshly restored apartment, putting a perfectly good apartment o=t of circulation. Plus risking damage to paint and flooring when the furnit=re is moved again at some time.

I'd recommend her furniture being moved to the 11th floor in the apartment t=at needs total renovation instead.

The housekeepers are not doing a great job. Every apartment has burnt out li=htbulbs, mismatched bulbs, chipped glasses and plates and no deep cleaning d=ne. Windows are really dirty, not only the glass, but frames as well

Window cleaners should be scheduled for monthly touch up.

Housekeepers should have a laminated check list for each unit, listing the i=ems they need to check when they clean, lightbulbs to check and inventory o= items.

Many closets smell moldy, and so in turn does the towels stored there. It is=the result of decades of new paint slapped over the old. The closets look g=oss and dirty because of that.

I am flying to DC tomorrow but can come back Wednesday to Sunday of next wee= to do the checklists if you want.

Also, if someone with a credit card can come with me, I can get all silverwa=e and kitchen utensils replenished, buy irons/ironing boards etc.

Best

```
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