

- G. Maxwell's Mercedes key needs a new battery. ✓
- Telephone in G. Maxwell's bathroom has not been speed dial programmed. Have ETC come to program that. ✓
- The Green guest bedroom needs a phone. (GM to send from NY)
- The phone by the couch in the upstairs hallway needs to be replaced. (GM to send phone from NY) ✓
- The bike shed's floor needs to be repainted; paint either in a grey or black. ○ ✓
- The ground behind the cabana needs to be tiled. ○ ✓
- G. Maxwell's office needs wall paper. ○ ✓
- AA batteries are need. Other sizes of batteries may also need to be stocked. Reminder always check stock of these essential items ✓
- Buy & keep stocked English/Danish butter. – it can be bought from C'est si bon ✓
- Electrical switch plate missing in G. Maxwell's bathroom. ✓
- The leak in the pantry needs to be fixed. (Speak to Doug re best way forward) ✓
- Printing paper is low. Purchase more plain paper. ✓
- Uni-ball pen stock is low. Purchase more. ✓
- Cassidy coming for maintenance a/c Wed ✓ Nendo Wall paper
- Buy more plain small sized envelopes. ✓

- ⊙ ○ Stationary needs to be stocked in guest bedrooms with pens. ✓
- ⊙ ○ CDs & CD cases are to be put away. ✓
- Keep pencils sharpened. ✓
- * ○ Hang the picture in the Master bedroom corridor ✓
- ⊙ ○ Check the tire pressures on all the bikes and pump up as needed
- Lock Ms Maxwell's closet
- * ○ ~~Buy Microwave~~ ✓
- Buy Hot water bag
- * • ~~Light bulb x J.E. bathroom; Staff has ok kitchen, etc~~
- * • ~~Sand (leveling 12 bags)~~
- * ~~Get ski measurements on trailer & ship to:~~
- * ~~2 Port holes - Wednesday (by Mike, Worth B. etc)~~ (Call Larry)
- * Sears ✓
- * Home Depot ✓
- GM - Gates ✓
- Call - Storage USA ✓