

Louella List

- All closets (from 6th floor to basement) must be cleaned and vacuumed regularly.

6th Floor

- Retouch paint wall facing and side of commode.
- Rubber - door leading to terrace worn out.

5th floor

- Fix tub stopper in both guest bathrooms
- Fix shower door in blue room
- Re grouting of tiles in both bathroom
- No tv connection in blue room
- window in blue room must be regularly checked from window air conditioner moisture,
- Kitchen: Richard told me not even to fry an egg or the house will smell.
- wood in the niche of window near [REDACTED] desk needs attention, paint is peeling
- tiles in [REDACTED] office bathroom needs caulking

4th Floor

- Elephant room - white carpeting is discolored due to dust that accumulated and neglected, vacuuming was not done on a regular basis.
- Gym - shower and toilet tiles needs re grouting?
- English Room- check marbles tiles-toilet and bathroom for re grouting.
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3rd Floor

- Clean and polish all vents (in floor near windows) and all floor vents around the house (I tried it but needs strong hands to do it)
- Drapes and curtains specially the transparent ones need to be dry cleaned.
- Turn around blue and white rug to even traffic marks.
- Presence of smell in toilet where bidet is. (water leak?)
- stubborn stains which I tried to removed in massage room and near his vanity.
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2nd Floor

- Floor chip near elevator

1st Floor

- Repainting base moulding in kitchen
- Replace liners (cabinets) I was not able to finish it the last time I did the kitchen.
- Clean, polish entrance door (inside and outside)
- Repainting or retouching of walls and door leading to basement from kitchen 1st floor
- Fix sink stopper and toilet paper holder in security office.
- Steam clean carpet in dining area. Change?
- Stair case- metal to hold runner some are loose.
- kitchen- food grinder and for cellar kitchen too?

cellar

- Check ceiling above 1st level kitchen (it is stained)
- Regular cleaning of area leading to outside entrance, return brooms, dust pans, mops and cleaning stuff used in their proper place
- Removed lint in dryers after use.
- kitchen drawers clean and organized again.
- Regular cleaning of stainless steel in kitchen and refrigerators.
- Organizing, cleaning of closets (again)
- kitchen - install organizer for vases?

Others:

- Polish elevator door and area leading to it from 6th floor to basement. paint stain in 5th floor to be removed I tried to clean this mentioned this to Richard.
- Carpet in elevator door replace.
- Vacuumed back stairs from 6th floor to basement.
- Check contents of refrigerators (6th, 3rd, 2nd, kitchen in basement) for expired food and drinks.
- Clean pavement in front of residence - on a regular basis
- Back of doors in closets around the house needs re touch or paint.
- Clean glass on windows and doors all floors (inside and outside)