

**To:** Jeffrey Epstein[jeevacation@gmail.com]; Richard Kahn[REDACTED]  
**From:** Mark Tollison  
**Sent:** Wed 10/2/2013 10:40:00 PM  
**Subject:** Status Report  
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 [REDACTED] and Janusz completed.
  - bids for waxing of living room fine woodwork in process and being received (to be efficient asked [REDACTED] to assist only because thought she may have known vendor used before who could be engaged asap;
    - was told she worked with [REDACTED] 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.
  - 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.

Best regards,

Mark

Mark Tollison

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