

To: [REDACTED] Leo[REDACTED]; [REDACTED]
[REDACTED]

From: Lesley Groff
Sent: Thur 9/8/2016 11:31:18 AM
Subject: Clean 10N/sheets & towels for 10N and 3M

Morning! Just a reminder Leo will clean [REDACTED]'s apartment this morning.

also, Leo, please get the extra sheets and towels from storage and make the bed up in 10N for [REDACTED]'s mom and just give the extra sheets/towels to [REDACTED] in 3M to keep there until we need them ...

Thanks everyone! Lesley