To: [redacted]; Leo[redacted]; [redacted]; [redacted]@gmail.com]; [redacted]; [redacted]; [redacted]; [redacted]
Cc: merwin dela cruz[redacted]; Lyn fontanilla[redacted]; Rich Kahn[redacted]
From: Lesley Groff
Sent: Wed 9/9/2015 11:02:52 AM
Subject: Cleaning Schedule-Let's Start Today

Good morning. Below is our 'loosely' based cleaning schedule of your apartments. (I say 'loosely' based because their are many factors that apply…if we have a guest apartment or Jeffrey is in town, this will take precedence over the 'schedule'. This is really on a week to week basis. We will do the best we can to stay on 'schedule')

Tuesday's:

[redacted]: Morning 10N
[redacted]: Afternoon 3M

Wednesday's:

[redacted]: Morning 10F
[redacted]: Mid Morning 11P
[redacted]: Afternoon 8H

[redacted] and Leo, please start with Wed's schedule this morning. [redacted], [redacted] and [redacted], if you have a problem with them coming today, please let us know. I want to start today as I believe next week Jeffrey will be here by Monday (if not Sunday) Very possible that your apartments will not be cleaned next week.

[redacted] and Leo, For this week, please clean [redacted] and [redacted] apartments tomorrow, Thursday 10th. [redacted] and [redacted], if you have a problem with them cleaning your apartment tomorrow please let me know. Keep in mind next week you most likely not receive cleaning and will need to wait until Tues. Sept. 15th.

Thank you all for help!! Please do respond back to me so I know we are all set. :) Lesley