

**To:** Lesley Groff [REDACTED]  
**From:** [REDACTED]  
**Sent:** Thur 9/3/2015 8:16:23 PM  
**Subject:** Re: Apartment Cleaning to be done by Tess

Les Wednesday morning would be great as my first option and I will get back to you with second

Sent from my iPhone

> On Sep 3, 2015, at 11:30 AM, Lesley Groff [REDACTED] > wrote:  
>  
> Hi all! Jeffrey would like your apartment cleaning to be done by Tess and Leo once a week. We would like to come up with a schedule that works for everyone, knowing that guest apartments will need to be cleaned on an 'as needed' basis. Because of this, as well as when Jeffrey is in town and Tess/Leo are needed at the house, your day/time for cleaning could change from time to time (hopefully not too often)  
>  
> Please send me an email with your 2 choices for day/time of cleaning Mon-Fri. I will then put together a schedule...  
>  
> FYI-Tess will be leaving on holiday from Oct. 6-Nov. 13...during this time if you would like your apartment cleaned you may hire someone to do it.  
>  
> Please get back to me by end of today with the best day/times for you to have Tess and Leo clean for you.  
>  
> Thanks, Lesley :)