

To: Leighton Allenby [REDACTED]
From: [REDACTED]
Sent: Fri 7/31/2015 3:02:37 PM
Subject: Re: Cleaning of Apt

Thank you for your schedule...Appreciate it and will include on Jeffrey's itinerary...

When it comes to apartment cleaning it is very sporadic...it happens when it needs to be done...Tess also helps out at the house...let me contact her and Lynn and see if there is a certain day they think will work best...I believe it could be Tues or Wed. Will get back to you...

Did you change the code to 11B?

On Jul 31, 2015, at 10:41 AM, Leighton Allenby <[REDACTED]> wrote:

Hello [REDACTED],

Any day of the week is good for Tess to clean. Most likely makes sense to have her clean Apt 11B when she is here cleaning the other apartments and if she could stick to a weekly schedule that would be great. Please let me know what day and time - Thanks! I believe she has the apartment code for 11B. If not let me know. I will be going back to LSJ on Sunday, PBI on the 5th and 6th and then back to LSJ. Joyce should be here and if not it will be okay for her to come in and clean. Hope to see you soon.

Best,
Leighton

Leighton Allenby
Director of Properties
[REDACTED]

----- Forwarded message -----

From: Richard Kahn <[REDACTED]>
Date: Thu, Jul 30, 2015 at 1:53 PM
Subject: Cleaning of Apt
To: Leighton Allenby <[REDACTED]>
Cc: [REDACTED]

leighton once you figure out what day is best for you to have Tes clean your apt please let Lesley know and she will arrange may be best to give us two days in case Tes schedule will not allow her to be their on your

preferred day
thanks

Richard Kahn
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