

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

**From:** Lesley Groff  
**Sent:** Tue 8/12/2014 4:01:35 PM  
**Subject:** Clean 11P on Tues. Aug. 19th at 3pm

Hi [REDACTED]. We have a guest coming to stay in apt 11P on Monday Aug. 18th. She departs on Tues. Aug 19th on a 4pm flight. You should be able to go in around 3pm if not earlier to clean. Confirm back please.