- Repair of dresser in hallway and armoire in master bedroom. Get quote from antique furniture restorer for Rich Kahn to approve.

- Change halogen and incandescent light bulbs wherever possible to LED. Especially important are the ceiling recessed lights. Have JE approve sample installations before proceeding with replacement in the whole house.

- Get permission to demolish tea kitchen in security office and turn into tool storage and work bench area

- Tidy up office window area

- Remove office desk in shipping/receiving room and install metal shelving.

- Remove red couch in catering kitchen and tidy up floral decoration space.

- Get rid of old equipment racks in basement to free up storage rooms

- Organize all storage rooms per storage type: Artwork, furniture, antique, equipment. Keep equipment rooms free of storage items. Install metal shelving in "antique" storage room

- Photograph and catalog storage items. Update storage database and make printed copy located in binder in each storage room.

- Update house manuals so it reflects the currently installed technology. Discard old information

- Get emergency generator serviced and receive instructions how to perform quarterly testing

- Clean glass ceiling of bathroom skylight.

- Try cleaning exterior glass of skylight with muriatic acid and 000 steel wool

- Mount WiFi equipment in 6th floor kitchen on wall and shorten wires

- Clean up computer wires in Oval Office

- Shorten lamp wires in living room/organize

- Replace solar film on 6th floor windows

- Replace broken venetian blinds in 6th floor kitchen

- Get panic alarm button in entry hallway and security office checked.

- Discuss with JE if he wants 2nd set of entry door closed when he is in residence. (added security)

- Repair of water damaged walls in back stairway

- Laminate arrival checklist, housekeeping guidelines and cleaning caddy content list. Distribute as needed

- Daily complete walk of property including guest bedrooms. Check lights, cleanliness, inventory lists (guest toothbrushes, supplies)