

## **Status Report**

Date: 9/19/13

Location: 9 E

To JEE

From: MET

### **Items to be reminded of:**

2<sup>nd</sup> Basement floor: mechanical room being painted.

1<sup>st</sup> Basement floor: kitchen floor permanently soiled; no garbage disposal in sink; no control for stove exhaust fan at stove without ac on (only control from Rich's office).

1<sup>st</sup> Floor: need to hose and pick up outside front door daily; front door has worn spots/ key area scratched; oval office window blinds need repair; there are various items sitting behind red sofa below main staircase; no garbage disposal in kitchen sink; need full set of casual dining ware for 12 with serving dishes; need silver coffee and tea pot with matching sugar/creamers; dining room chair in corner to left needs repair; dining room table tablecloth has multiple spots that will not come out; need new dining room table cover underneath tablecloth; two portraits in dining room do not have attached lighting; consider closed cabinet with drawers for your things beside your dining room chair; no curtains hanging in dining room.

2<sup>nd</sup> Floor: carpet in hidden kitchen is permanently stained; kitchen light is out; lampshades in hidden bathroom torn; back stairway light is out.

3<sup>rd</sup> Floor: shower doors have chemical build up on them.

4<sup>th</sup> Floor: pink room rug and carpet permanently discolored; leather chairs in other guest room are torn.

### **Mechanical update:**

1. Fire alarm system control panel with all devices (smoke heads with carbon monoxide sensors) being replaced by next Monday 9/23/13.
2. Chiller upgrade complete. Cooling tower installed; new permanent motors to be installed by 10/1/13 - ones provided need to be replaced.
3. JE Master BR- return system for air circulation ready for approval. Allen Schwartz design/AD Winston install.
4. For reheat (heat exchanges) Siemens recommended change and to provide quote. RB to install and wire; Siemens to program.
5. Nortech Humidifiers displays to be replaced; should be covered by manufacturer.
6. 2013 Category Elevator Inspection to be performed by Allstar Elevator, Otis and RB by 1/14.
7. Marantz Receiver repair- in process, just waiting on warranty coverage approval from Marantz.

### **Staff:**

Have reviewed duties and schedules of Lynn, JoJo, Tess, and Rich.

Creating cleaning and maintenance schedules for 9 E; will be based on zoning the residence for daily, weekly, monthly, quarterly, bi-annual, and annual duties.

Creating household manual for 9 E that will cover administration, housekeeping, culinary, valet, entertainment, maintenance, grounds, travel and transportation, safety and security, and guest care.