

From: [REDACTED] <[REDACTED]>

To: [REDACTED] <[REDACTED]>, Lynn Fontanilla <[REDACTED]>, "[REDACTED]" <[REDACTED]>

Subject: Cleaning of Apt 10B and 11B

Date: Mon, 01 Jul 2013 14:35:57 +0000

Attachments: Welcome_to_Apartment_10B.docx

[REDACTED], apt 10B will be vacated today at 3:15pm. We will need 10B cleaned as we have a guest arriving on July 3...if you can start today, great. IF not, please complete the cleaning by end of day tomorrow. [REDACTED] and [REDACTED], can we please make sure there are extra towels, extra set of sheets and extra pillows for this apartment. The guest is bringing her [REDACTED]. The blow up mattress was delivered on Friday and is already in the apartment.

[REDACTED], you can throw away the large shipping box that the blow up mattress came in.

[REDACTED], can you please print the attached welcome letter for Jena Masquelier and leave with doorman?

[REDACTED], Apt 11B will be vacated tonight after 9:30pm. You can focus on cleaning 11B after you finish 10B.

Apt 10B will be vacated on Sat. July 6th and can be cleaned on Monday July 8th. Any extra sheets, pillows and towels can then be cleaned and distributed back to where they came from.

Thanks so much! [REDACTED]