

From: [REDACTED] <[REDACTED]>
To: [REDACTED] <[REDACTED]>
Cc: lyn fontanilla <[REDACTED]>, [REDACTED] <[REDACTED]>
Subject: Re: Help on Monday w/Apartments
Date: Fri, 22 Jun 2012 22:10:35 +0000

I have just spoken to a new agency that sounds better than the other ones we have used, they have someone available on Monday in the afternoon and they will also do the laundry, we will just need someone to get the prepaid laundry card organized for them and put it in the apartment.

I will create a list of cleaning supplies and someone will have to go out and purchase and put in apartment.

This is just an short term plan for now - we need to somehow try to get JE to approve a permanent cleaner who can take full responsibility for these apartments.

On Fri, Jun 22, 2012 at 11:57 PM, [REDACTED] > wrote:
> Ok great. Lyn can put the dirty towels with the dirty sheets from 10n. Can
> someone do the laundry?

>
> Sent from my iPhone

>
> On Jun 22, 2012, at 5:15 PM, [REDACTED] <[REDACTED]>
> wrote:

>
> i put them on the table next to the front door. also found some dirty
> towels.

>
> On Fri, Jun 22, 2012 at 4:30 PM, [REDACTED] > wrote:
>>

>> Ok, that is good to know...so if we need linens for 10N Lyn, you can
>> collect from [REDACTED] in 4M and have them for the maid to put on the bed in
>> 10N..

>>
>> On Jun 22, 2012, at 4:27 PM, [REDACTED] wrote:

>>
>> there are some extra linens in 4 M.

>>
>> On Fri, Jun 22, 2012 at 4:22 PM, [REDACTED] >
>> wrote:

>>>
>>> I do not know if the box in 10B is still around...[REDACTED], did you look for
>>> it last time you were there?

>>>
>>> Good to know 11P was cleaned already...thanks

>>>
>>> On Jun 22, 2012, at 4:13 PM, [REDACTED] wrote:

>>>
>>> > 11P was cleaned this morning by a service, but since the mattress is
>>> > only being delivered tomorrow, Lyn, can you please be sure to make the bed
>>> > up in 11P? There is a new duvet there and [REDACTED] bought pillows for the bed
>>> > this morning. If you need to borrow sheets from a different apt, pls do so.
>>> > (or I believe you mentioned there still may be new ones in a box which was
>>> > in 10B's closet?)

>>> > The mattresses are being delivered between 9am-1pm on Monday.

>>> > The furniture for 10B is being delivered on Tuesday between 2pm-4pm

>>> >
>>> >
>>> > On Jun 22, 2012, at 03:53 PM, [REDACTED] >

>>> > wrote:
>>> >

>>> >> Hi Lyn and Jojo...i know on Monday June 25th you are helping out with
>>> >> the mattress deliveries for 11P and 10B.... is going to hire a cleaning
>>> >> company person to come and clean 10N...we need you to oversee this person
>>> >> please...make sure she can get in to apartment, has the proper cleaning
>>> >> products and does a good job...
>>> >>
>>> >> Lyn/Jojo what time will you be arriving the apartments so can make
>>> >> sure and have this cleaning person there at the same time
>>> >>
>>> >> Lyn/Jojo, , is moving from 10N and in
>>> >> to 11P Monday morning..she will leave her things and then come home from
>>> >> work in the evening to stay...I believe you will be cleaning 11P (yes?)
>>> >>
>>> >> Jojo, will provide you with a list of toiletries that need to be
>>> >> purchased for the apartments.
>>> >>
>>> >> Lyn/-I think there may be extra linens and towels we can use for
>>> >> 10N. Please check! WE have an important guest arriving on Tuesday June 26th
>>> >> at 10am and the apartment needs to be ready to go for him.
>>> >>
>>> >> Everyone, please respond to all so we are all kept in the loop on
>>> >> this.
>>> >>
>>> >> Thanks!
>>> >>
>>>
>>
>>
>