

From: [REDACTED] <[REDACTED]>
To: [REDACTED] <[REDACTED]>
Cc: lyn fontanilla <[REDACTED]>, [REDACTED] <[REDACTED]>
Subject: Re: Help on Monday w/Apartments
Date: Fri, 22 Jun 2012 22:47:29 +0000

Great. Thank you so much [REDACTED]. Please let us (Lyn) know the name I agency and time of arrival of cleaner once you have it. I can talk to Bella on Monday about money for a card and possibly [REDACTED] you could come by to retrieve the money and buy a laundry card. Jojo can buy cleaning supplies i would think if you can give him a list. Talk to Lyn I'm sure she is good with supplies!

Sent from my iPhone

On Jun 22, 2012, at 6:10 PM, [REDACTED] <[REDACTED]> wrote:

> 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] <[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] <[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] <[REDACTED]> wrote:

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

>>> On Fri, Jun 22, 2012 at 4:22 PM, [REDACTED] <[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] <[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....[REDACTED] 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 [REDACTED] can make
>>>>> sure and have this cleaning person there at the same time

>>>>>

>>>>> Lyn/Jojo, [REDACTED], [REDACTED] [REDACTED] 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, [REDACTED] will provide you with a list of toiletries that need to be
>>>>> purchased for the apartments.

>>>>>

>>>>> Lyn/[REDACTED]-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! [REDACTED]

>>>>>

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