

**From:** [REDACTED] <[REDACTED]>  
**To:** [REDACTED], [REDACTED] <[REDACTED]>, lyn fontanilla <[REDACTED]>, Karyna Shuliak <[REDACTED]>  
**Cc:** Bella Klein <[REDACTED]>  
**Subject:** Cleaning of apartment 10N today  
**Date:** Mon, 25 Jun 2012 13:53:04 +0000

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I have a cleaning service coming today at 2.30pm to clean 10N. [REDACTED] can you please send me the code for 10N as I always use the master code to get into the apartments and I do not want to give this to the cleaners.

**Lyn and Jojo**, I know you are waiting for delivery of the mattresses, could you please look at the list of cleaning things the agency has given me and compare with what is in 10N and purchase any missing items. Can you also please make sure there is a vacuum cleaner in 10N and an ironing board and iron. (list is at end of email)

THIS is basically the best agency I have been in contact with. THE manager is very precise and has phoned me about 5 times to confirm things, and she sent me an email with cleaners name and all the details which I have not had with any of the others.

She told me they will come in, strip the beds, take the towels and bedding straight down to the laundry, put them in the washer, come back up and do the kitchen and living areas, then back to the laundry to put in drier, then into apartment to do bathroom and bedroom , then last thing, get the clean linen and make the bed up.

**Karyna** I would love to ask for your help and have checked with JE that it is ok, so unless he has given you something else to do since then it would be great if you could help with the following. We need to leave money in a sealed envelope in the apartment with Mary Cavanaugh, Best Home Services written on the envelope. I will confirm the exact amount with you shortly. It is approximately \$80, so if you could collect from Bella that would be great. Alternatively you could use money you have and fetch from Bella at a time that is suitable for you. I also need you to sort out the laundry card and meet the cleaner at 2.30pm to show her where the laundry is and how it works. And I am sorry to ask as well, if you can go back to the apartment at 4.50pm and check that all is clean enough before the lady leaves.

[REDACTED] has also just informed me that the bathroom in 11P that was supposed to be cleaned on Friday is an awful mess, so I am going to check with Best Home Services if they can send this cleaner in after 10N to do that bathroom. I will confirm back with everyone once I have done so.

Here is the list of cleaning supplies **Lyn and Jojo**-

Scrubbing bubbles an aerosol bathroom cleaner  
Comet scouring powder  
Bounty Paper Towels  
Brillo  
Sponges  
Endust  
Fanstick  
MR Clean/Cinch (for windows)  
Bucket and string mop OR swiffer dry cloths with pole and handle (for floors)

Please all confirm back!

Thank you so much!!