

From: [REDACTED] >
To: [REDACTED] <[REDACTED]>
Cc: [REDACTED] <[REDACTED]>, Karyna Shuliak <[REDACTED]>, [REDACTED] <[REDACTED]>, Lyn and Jojo fontanilla <[REDACTED]>, Bella Klein <[REDACTED]>
Subject: Re: Cleaning of apartment 10N today
Date: Mon, 25 Jun 2012 15:34:39 +0000

Yes, I will let [REDACTED] know 11P will be ready at 6pm. Thanks!

On Jun 25, 2012, at 11:30 AM, [REDACTED] wrote:

Yes, [REDACTED] will you be able to help us at 2.30pm and again at 5pm.
I need someone to meet the cleaning lady, Lenore in the lobby with the following:

- 1.a Laundry card with enough money on it to do a couple of loads of laundry ([REDACTED], Karyna is on her way to [REDACTED] now and says she can show you how to get the laundry card and use it)
- 2.an envelope with \$100 in it, sealed, with Mary Cavanaugh, Best Home Services, written on the front. (Karyna can you please give [REDACTED] \$100 to put in an envelope and get reimbursed from Bella if [REDACTED] does not have time to go to Bella beforehand)
- 3.an envelope marked **10N (2.30pm-5pm) Full cleaning**. with the following code inside [REDACTED]
- 4.an envelope marked **11P (5pm-6pm) Bathroom cleaning only** with the following code inside [REDACTED]

When she arrives and you meet her in the lobby I would like you to show her the laundry room and how it works and then take her up to Apartment 10 N. Then just before 5pm I would like you to just check she has done an good enough job of cleaning and take her to 11P to clean the bathroom there. You can leave her in 11P and just ask her to make sure the door is locked behind her when she leaves.

[REDACTED] can you please let [REDACTED] now the apartment will be done at 6pm.

THank you all!!!!

On Mon, Jun 25, 2012 at 5:07 PM, [REDACTED] > wrote:

Karyna has an appt to see a lawyer at 2pm today! I made her the appointment last week...She will probably be busy from 1:15-3:30.

Possibly [REDACTED] can help out here?

On Jun 25, 2012, at 11:03 AM, [REDACTED] wrote:

OK so I have spoken to best Home Services and they can go into 11P for an hour from 5 until 6 to do the bathroom.

Karyna the amount that will now need to go into the envelope marked for Mary will be **\$100**.

I would like you to meet the cleaning lady, Lenore, in the lobby at 2.30pm. To give her the envelope with the money, the laundry card, show her the laundry room and take her up to 10N.

Then if you could please go to 10N just before 5pm to take her to 11P.

The code for 10N that you should give her is [REDACTED]. I think you will need to write it down for her as she will be going between the apartment and the laundry room a few times.

Lyn, can you please also buy a mop and bucket for 11P and any bathroom cleaner they may need. I know you said that there are cleaning products in the apartment and it doesnt matter if they are different brands but please do purchase if there is nothing similar to each of the items. for eg: scouring powder of window/glass cleaner.

----- Forwarded message -----

From: [REDACTED] <[REDACTED]>
Date: Mon, Jun 25, 2012 at 3:53 PM
Subject: Cleaning of apartment 10N today
To: [REDACTED] <[REDACTED]>, [REDACTED] <[REDACTED]>, lyn fontanilla <[REDACTED]>, Karyna Shuliak <[REDACTED]>
Cc: Bella Klein <[REDACTED]>

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!!