

From: Lesley Groff <[REDACTED]>
To: Sonam Dema <[REDACTED]>
Subject: Re: Apt. 11J
Date: Tue, 29 Aug 2017 19:47:02 +0000

HI Sonam! thank you for confirming...I don't see an attachment however...can you please try again?

> On Aug 29, 2017, at 3:42 PM, Sonam Dema <[REDACTED]> wrote:

>
> Hi Lesley,
>
> This is an acknowledgement of your email.
>
> Attached herewith copy of my work permit for background checks.

>
> Thanks
> Sonam

> Sent from my iPhone

>> On Aug 29, 2017, at 3:12 PM, Lesley Groff <[REDACTED]> wrote:

>>
>> Hi Sonam. Please mark your calendar to touch up apt 11J on WEd. Sept. 6th. We had an exterminator go in ...so be prepared you may see some dead bugs! Apt. 11J is occupied by a very important couple who have installed an alarm on their door. In order to go into their apartment, we must follow proper procedure by calling their head of security, Rafi, and having him disarm the alarm. I need to alert Rafi you will now be cleaning their apartment. Could you please send me a copy of your drivers license or passport as soon as possible? He will do a background check.

>> you can speak with Merwin or Karyna regarding the procedure as well.!

>> Rafi: [REDACTED]

>> When this couple is in NY, you need to include on your schedule to clean for them on Monday's and Thursday's. They plan to be in NY until Sept. 22 (however, this could change. I will keep you posted). Therefore you should clean:

>>
>> Mon. Sept. 11
>> Thurs. Sept. 14
>> Mon. Sept. 18
>> Thurs. Sept. 21

>> Then you will need to clean again after their departure...

>> OK? Please confirm receipt of this email...

>> Thanks, Lesley :)

>>