

From: Karyna Shuliak <[REDACTED]>
To: Merwin <[REDACTED]>, Leo <[REDACTED]>, [REDACTED]
<[REDACTED]>
Cc: [REDACTED] <[REDACTED]>
Subject: Work at 301
Date: Tue, 06 Jun 2017 01:53:27 +0000

Hello everyone,

As I mentioned earlier, Mr. Epstein needs you guys to do some work in the guest apartments. Below I have put together a list of tasks for you, that you can start working on. There might be a few additions, which I will let you know of later.

If you have any questions or need more clarification on something, please feel free to ask me.

[REDACTED], I have copied you here as well, just so you can see a few things, that we would need your presence with.

Thank you very much,
Karyna

General tasks for all the apartments:

- put all the lights on dimmers,
- straighten up all the door handles,
- have dirty rugs deep cleaned,
- thorough cleaning of all surfaces to remove dirty marks and fingerprints: walls, closets, floors, stainless steel appliances, doors,
- closets and doors that would still remain visibly dirty after the cleaning will need to be painted. I suggest using semigloss paint for easier maintenance,
- check the beds, leather on the sides of some of them became dirty and needs to be cleaned.

Specific tasks for apartments:

11P

- put 2 mirrors(that are currently above the bed) above the dresser (have [REDACTED] to oversee that)

- Hide wires in the linen closet
- Paint shelves in the linen closet (use a glossy paint, so that it would be easier to clean in the future)
- Change the phone
- Hide wire near the bed
- Fire alarm
- Change the door chain

7J

- fix the art in the bedroom so that it lays flat against the wall, not bending (█ to oversee this task)
- Walk-in bedroom closet: fix broken wood, change the hooks, cover electric plates
- Small bedroom closet: straighten up shelves and metal poles, so that they are parallel to the floor

10B

- bedrooms closets: install metal poles instead of the existing ones, install light switches or, if impossible, make current ones look decent
- Rusted shower fixture needs to be changed
- Install bathrobe hook on the bathroom door
- Linen closet: repaint the shelves
- Install same color/warmth light bulbs in the hallway ceiling
- Patch the holes from old wall pictures
- Coat closet: hide the wires

8A:

- Put 2 mirrors above the sofa (█ to oversee that)
- Clean rust from the desk

Sent from my iPad