

From: Karyna Shuliak [REDACTED]

To: Karyna Shuliak [REDACTED]

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Hello Tess and Leo,

Here is an outline of your responsibilities for a checklist for the guest apartments.

Changes might be made along the way. If you have anything to add, please let me know.

You responsibilities:

- clean and tidy

- buy and stock the supply (the only exception: bathroom sets of shampoos, conditioners and body washes; I am ordering them so far, but keep me updated when we need to refill)

- send out the laundry (from now on Mr. Epstein approved that you can send the linens out to cleaners)

Here is the checklist:

Supply:

-Ink for printers (1 set)

-Tissues

-1 extra bedding set with pillows (there should be 3 sets total for each apartment: one on the bed, one extra, one sent to cleaners)

-2 extra sets of towels (4 sets total for each apartment)

toilet paper

-Hangers in clothes closets

-Toothbrush and toothpaste

-soap (small dove)

-shower gel, shampoo, conditioner set (just place a new set each time in a cosmetic bag, as it comes)

-washing cloth/loafer (put new each time and throw old one out)

Rooms:

Paper for the printers

Notepad

Pencils/pens

Turn over reed diffuser sticks, refill the liquid if needed(currently using cilantro basil scent from Pier Imports)

Flowers?

Kitchen:

2 large bottles of water (Fiji or voss)

Organic whole milk (smallest package)

Other foods?

Nespresso coffee

Tea (what kind?)

Holder with packets of sugar and sweet&low

