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Subject: guest apartments checklist

Date: Thu, 17 Sep 2015 13:36:19 +0000

Attachments: Guest_aps_checklist.docx

Maid's responsibilities:

- clean and tidy
- buy and stock the supply (the only exception: I order bathroom sets of shampoos, conditioners and body washes, but you have to let me know when we need to refill)
- bed linens laundry (Mr. Epstein approved that you can send the linens out to cleaners from now on.)

Checklist for the maids:

Supply to keep in each guest apartment:

- Ink for printers (1 set)
- Paper for the printers
- 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)
- dishwasher detergent and a regular dish detergent and sponges for the kitchen
- kitchen trash bags

Rooms:

Check that TV and remotes are working

Check that there are pens/pencils and writing paper

Turn over reed diffuser sticks, refill the liquid if needed(liquid refills should be stored in the storage downstairs, it is cilantro basil scent from Pier Imports. You should buy the refills.)

Kitchen:

2 large bottles of water (Fiji or voss)

Organic whole milk (smallest package)

Nespresso coffee capsules

Tea

Holder with packets of sugar and sweet&low