

From: Zorro Ranch <[REDACTED]>

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Subject: 71st

Date: Tue, 05 Sep 2017 13:18:29 +0000

Morning to All

I just wanted to thank you all very all your help and hard work over the last week. Below are just some notes in reference to 71st

Items to Zorro: Note JE to review furniture, there may be possible changes

Fire Extinguishers:

Units that have been missed in the past, in hallway basement

Review hanging Fire Extinguishers (have marked some possible locations with blue tape) and possible small Fire Extinguishers under bathroom sinks

Fire Suppression System - Basement Kitchen, please tag that system is off line

Ladders:

Place ladders on each floor, marking their location on each ladder (need to be relocated from Basement Staff Bathroom Area)

Tags etc: Remove all tags from hairdryers, lamps, lights, appliances

Lower Basement:

Complete Clean Up

Sort Out Inventory Filters - review storage - raising on plastic pallets

Basement:

Service Entrance -

Purchase/Install Rack for Snow Shovels etc (take items off ground)

Complete tidy up of area

Place covers on lights

Review options to make trash area more efficient - noting vendors use this as an entrance and this is a fire exit

Comms Tech Room -

x 2 Filing Cabinets, sorted/shredded (relocate to 6th floor)

Recover all electrical panels

Relocate White Shelving from 5th Floor, marked out area

Laundry -

Complete demo of Media Racks, review removal of x 2 doors and subfloor

Shelving/Storage Unit to be installed for cleaning products

Cisco Room -

Total Clean Up removal via Best Buy for Electronic items

Art Work -

Hang Large Art Work Pieces on Hallway in Basement

Staff Bathroom -

Replace damaged/broken shower faucets
Clean/Sort/Inventory all Bathroom, Locks, Plumbing items in closet in Toilet Area
Relocate all Paint/Varnish/Flammable items to Lower Basement Flammable Storage Lockers

Kitchen -
Zorro x 1 Cream Sofa (84 x 38) with Seat Cushions on Art Storage Room

Karyna will purchase wood stand and cover
Karyna review purchase new Dishwasher Basement Kitchen
Leo to use tall metal shelving for 301
Merwin if possible to use horizontal metal shelving

Ground Floor:
Contact Sawyers -
Possible Front Door Signal via Cell Phones, way to communicate within entire house
Review if landline phones in Cisco Room can be used or out dated, possible can be used for parts by Sawyers

2nd Floor:
Review x 2 Guest Powder Room Lamp Shades - require replacement
Picture Light Guest Powder Room needs to be raised to upper frame
* Confirming items off 2nd Floor Kitchen and Back Stair Line as of date and time to stay in this location - a review of the umbrella is required
Zorro - x 2 Sofas (43D x 90L)
X 1 Ottoman (51 x 51)

3rd Floor:
Karyna to review pencil drawing to be hung

4th Floor:
Mech Storage Area - Complete tidy up, remove/dispose TV, boxing bag - Donate/Relocate with others

Guest Bedrooms - no plastic and wire hangers in closets
TV's to be removed from rooms, Karyna will advise
Generally thought house all tags/stickers to be removed

Guest Bathrooms - fold towels in bathrooms as in storage and try and keep the same towel style in each bathroom
Karyna will work on bathroom sets (tissue boxes, containers etc)

Blue Bedroom - Require King Pillowcases
Karyna to review possible use of cream sofa in lower kitchen, replacing leather pieces which possibly could go to Zorro
Folded Bedspread needs a quick steam
Towel Holder in toilet area needs to be secured

Pink Bedroom - Center Bed on Wall - noting legs are not attached to frame
Karyna to address issues with area rug
Replace Toilet seat for White Self Closing Toilet Seat
Fix Shower Upper Light

5th Floor:
Mech Area -
Complete Tidy Up
Covers Back on Electrical Panels

White Shelving (60 x 29 x 35H) possible relocation to Basement Mech Bay)

Zorro - Desk 76 x 36 x 30H

Coffee Table 56 x 39 x 18H

6th Floor:

Review Damaged Light Shade JE' s Office Desk - needs replacing

Lightbulb Storage - Tidy Up, Inventory

Fan in bathroom on 24/7 - please review

X 2 Containers Picture Lights - ?

Maps & Plans - to be worked on moving forward

6th Floor - Upper Level: (Note No Fire Extinguishers on this Level)

Tidy Clean Up - Remove Old Lights/Batteries/Old Ducting

Thank you once again, if any problems or concerns please let me know

Warmest regards

[REDACTED]

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Sent from my iPad