

From: Zorro Ranch <[REDACTED]>

To: [REDACTED] <[REDACTED]>, [REDACTED] <[REDACTED]>, [REDACTED] <[REDACTED]>

Subject: 71st

Date: Tue, 05 Sep 2017 13:37:50 +0000

Good Morning

I just wanted to thank everyone for all there help and hard work over the last week, below just a few 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 possibly small 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 the ground)

Complete tidy up of area

Place covers on lights

Review options to make trash area more efficient - vendors use this as an entrance and this is a fire exit, so needs to stay clear

Comms Tech Room -

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

Relocate White Shelving from 5th Floor to basement have marked out possible 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 - sort out and inventory required

Relocate all Paint/Varnish/Flammable items to Flammable Storage Lockers

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

██████ will purchase wood stand and cover

██████ review purchase new Dishwasher Basement Kitchen

██████ to use tall metal shelving for 301

██████ if possible to use horizontal metal shelving

Ground Floor:

Contact Sawyers - Possible Front Door Signal via Cell Phones, way to communicate thru out house

Review if landline phones in Cisco Room can be used or out dated, possibly can be used for parts via Sawyers

Raising of shelf in kitchen to accommodate microwaves

Coat closet

2nd Floor:

Review x 2 Guest Powder Room Lamp Shades - require replacement

Picture Light Guest Powder Room needs to be raised to upper section and picture straightened

* 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 36H)

x 1 Ottoman (51 x 51)

3rd Floor:

██████ to review pencil drawing to be hung

4th Floor:

Mech Storage Area - Complete tidy up, remove/dispose TV, Boxing Bag - Donate/ Relocate with others

Gym - Hanging Pictures - Closet Area

Keep an eye on wooden blinds being down/ up same level

Guest Bedrooms - no plastic and wire hangers in closets

TV's to be removed from rooms, ████████ will advise

Generally throughout house all tags/stickers to be removed

Guest Bathrooms - fold same in bathroom as in storage, try and keep the same towel style in each bathroom

██████ will work on bathroom sets(tissue boxes, holders etc)

Blue Bedroom - Require King Pillowcases

██████ to review possible use on cream sofa in lower kitchen, replacing leather pieces which possible could be relocated to Zorro

██████ to review possibly getting a coffee table, depending on final furniture

Folded bedspread needs a quick steam

Towel holder in toilet area need to be secured

Pink Bedroom - center bed on wall - noting legs are not attached to frame

Relocate bedside tables so a the same both sides, lamps in same position/location

██████ to address issues with area rug

Pink Bathroom - 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 - replacement required

Fan on 24/7 in bathroom

Review light shade in bathroom - replacement required

Lightbulb Storage - Tidy Up, Inventory

Mech Bay- 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 all once again, you may receive this E Mail twice -issues with Internet

If you require any further information or any questions just let me know

Warmest regards

██████████

Sent from my iPad

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