

From: [REDACTED] <[REDACTED]>
To: [REDACTED] <[REDACTED]>
Subject: Fwd: 71st
Date: Thu, 21 Sep 2017 18:59:03 +0000

[REDACTED]
[REDACTED]
[REDACTED]

Begin forwarded message:

From: Zorro Ranch <[REDACTED]>
Date: September 21, 2017 at 2:58:03 PM EDT
To: [REDACTED] <[REDACTED]>
Subject: Re: 71st

Hi [REDACTED],
JE was to decide with [REDACTED] if he wanted to place the white sofa in guest bedroom, replacing damaged leather sofa and chair, if so the leather items would come to the Ranch.
Reference bin/container I am not handling that as far as I know. Once all new furniture had arrived to 71st, [REDACTED] said that items would be shipped to the Ranch
That was the last I heard
all the best
[REDACTED]

On Thu, Sep 21, 2017 at 11:54 AM, [REDACTED] <[REDACTED]> wrote:
Hi [REDACTED],
JE just asked me about the white sofa in the kitchen. When is the bin coming?

Thanks

[REDACTED]
[REDACTED]
[REDACTED]

> On Sep 5, 2017, at 9:37 AM, Zorro Ranch <[REDACTED]> wrote:
>
> 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
- >
- > [REDACTED] will purchase wood stand and cover
- > [REDACTED] review purchase new Dishwasher Basement Kitchen
- > [REDACTED] to use tall metal shelving for 301
- > [REDACTED] 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
- > [REDACTED]
- >
- > Sent from my iPad
- >
- >
- >
- > Zorro Management LLC
- > 49 Zorro Ranch Rd
- > Stanley, NM
- >
- > Ranch Manager
- > Ph: [REDACTED]
- >

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*Zorro Management LLC
49 Zorro Ranch Road
Stanley, NM 87056*

*Ranch Manager
Tel: [REDACTED]
Fax: [REDACTED]*