

- G. Maxwell's Mercedes key needs a new battery.
- Telephone in G. Maxwell's bathroom has not been speed dial programmed. Have ETC come to program that.
- The Green guest bedroom needs a phone. (GM to send from NY)
- The phone by the couch in the upstairs hallway needs to be replaced. (GM to send phone from NY)
- The bike shed's floor needs to be repainted; paint either in a grey or black.
- The ground behind the cabana needs to be tiled.
- G. Maxwell's office needs wall paper.
- AA batteries are need. Other sizes of batteries may also need to be stocked. Reminder always check stock of these essential items
- Buy & keep stocked English/Danish butter. – it can be bought from C'est si bon
- Electrical switch plate missing in G. Maxwell's bathroom.
- The leak in the pantry needs to be fixed. (Speak to Doug re best way forward)
- Printing paper is low. Purchase more plain paper
- Uni-ball pen stock is low. Purchase more.
- Cassidy coming for maintenance a/c Wed
- Buy more plain small sized envelopes

- Stationary needs to be stocked in guest bedrooms with pens.
- CDs & CD cases are to be put away.
- Keep pencils sharpened.
- Hang the picture in the Master bedroom corridor
- Check the tire pressures on all the bikes and pump up as needed
- Lock Ms Maxwell's closet
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Go through the kitchen pantry – tidy the shelves and put everything in an intelligent order – the cereals in one place, jams in another
Check the expiration dates and throw away any old food
Replace and re stock all items

Purchase a large mop and a bucket and a broom for sweeping in the house

Go through the medicine cabinet in the downstairs powder room – check expiration dates – throw old stuff – check that we have everything next to the list on the door – purchase any necessary items that are missing – and reorganize so that all the tablets are in one place, thermometers etc

Take everything off Mr Epstein's desks and clean – there are sticky spots on both and then put everything back

Re hoover the whole house – do not forget to change the vacuum bag after each hoover as it will be full and the hoover then will be ineffective

Check the stock cupboard has plenty of extra soap, toothpaste, toothbrushes etc to replace the old stuff – if not buy + keep a track of when I need to order more supplies of the H2O products that are in all the guest rooms

Check each guest room has a hairdryer –all the drawers are clean and that each room looks like it has not been slept in before