

To: Richard Barnett  
From: Ghislaine Maxwell

**Memorandum**

**71<sup>st</sup> Street**

Check with Trade France when the trim is arriving for the sofa

Chase Northstar for wood sample

Install other shelf in shower

Confirm Lasiters from July 23<sup>rd</sup>-27<sup>th</sup>. I want two crews cleaning the house, top to toe. If they cannot have two, one is acceptable

## 65<sup>th</sup> Street

New a/c unit for office – use a/c from Library?

Did Colonial come to clean the lift?

Chase Kelly on diamond plate for entrance

Get Sawyers back – get list of extensions

Attach all Yoga pro stuff Put all the gizmos on so I can use it when I come back

Review whether we can remove floor unit in Library and replace with vents above closet

Get transformer for small lamp in office

Can they make the pipe that feeds the water to the Rain shower head larger? What other adjustments to make it work?

Get Bobby to give you instructions for all appliances in house.

Please adjust fridge to 44 degree's

Check temperature in House. Do not think temperature on read out is correct

Get black Coco matting

Make sure door between lobby and office has same handle as dressing closet door. I would like that door to have a self closer.

Add a post box to the staff door. A long one with a lid would be best – otherwise just make one out of chicken wire

Get key box, collect all keys from workers, label everything. When done, talk to me

To: Brian Kelly  
From: Ghislaine Maxwell

**Memorandum**

Shelves for the basement closet

Rubber seal for second kitchen door

Wood board outside kitchen on stairs needs to be painted black

Make the tracks between the living room and the dining room for the pocket doors black

Two towel rings to be added either side of sconces in ground floor powder room – check to see if we have good ones on site if not buy from Waterworks or equivalent in quality

Front door needs to be adjusted: handle and door opener

Make sure door between lobby and office has same handle on one side as dressing closet door. I would like that door to have a self closer.

I would like the drawing of the computer cabinet for the 3<sup>rd</sup> floor

When do the handles for library and living room doors arrive

Toilet holder to be adjusted entry powder room

2 round hand towel holders to be added (on site or not buy)

Door handle 2nd front door to be changed to silver

Door handle on door between front lobby and lift lobby to get handle same as closet door

Tracks between dining room and living room to be painted black

Door hardware for living room and library windows

Shelves to be added behind Jill desk for printer and scanner

Lights in staff entrance to be hung in ceiling properly

2nd door in kitchen to get rubber seal

Wood floor outside kitchen to be painted black

Shelves in basement closet

Ventilation in kids room to be added

2 lamps either side of Kline to be electrified

Corian counter top staff kitchen

Fish pond instal

To: Sawyers  
From: Ghislaine Maxwell

**Memorandum**

Staff entrance to have key pad.

Coat door to have key pad

Lift door to have key pad

Door between lift lobby and main house to have key pad

Light switch by MBR is supposed to be able to switch all the light off in the stair hall – it does not

Floor units in house to be added into Rich system so that it can be centrally controlled.

GM to have the ability to control the house temperature from her computer on the 3<sup>rd</sup> floor

Phone in entrance lobby should have all lines ringing ie GM JE staff, guests

Staff not to ring on 3<sup>rd</sup> floor at all

Guest to only be able to phone from guest line and guest line to ring in their rooms

Phone to be added to living room

Phone to be hung on wall in GM toilet

Phone to be hung on wall 5<sup>th</sup> floor by breakfast table

Potable unit to be added to 5<sup>th</sup> floor so that GM can receive calls whilst on terrace

Stereo/TV. Only TV in MBR is working. All other TV's to be made to work. Stereo not working on 3<sup>rd</sup> floor

Staff TV not attached to direct TV system

Movement activated lights in the garden and on the back stairs. If Sawyers can't do this in a timely fashion to let Rich know and he will take care of

Answer phone to be attached in office. Answer phone to be attached in garden room on one of the spare modem lines

All the extensions in the house to mach 71<sup>st</sup> . List all extensions @ 65<sup>th</sup> .

Make extensions the same in all houses

When are you going to schedule visiting the houses to make it happen?