

To: Richard Barnett  
From: Ghislaine Maxwell

### Memorandum

#### 71<sup>st</sup> Street

Check with Tres 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

Shelves for the basement closet

Rubber seal for second kitchen door

Wood board outside kitchen on stairs needs to be painted black

Get Sawyers back

Attach all Yoga pro stuff

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

Get transformer for small lamp in office

Two towel rings to be added either side of sconces in lower powder room

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

Front door needs to be adjusted: handle and door opener

Ask Bobby: Can he mend door tract in living room and lobby, and dining room and lobby. Then paint black

Can they take the pipe, the ? the Rain shower head and make 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 Hose. Do not think temperature on read out is correct

Get black Coco matting

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.