
From: Merwin Dela cruz [REDACTED]
Sent: Tuesday, June 6, 2017 3:51 PM
To: Karyna Shuliak
Cc: Leo; [REDACTED]
Subject: Re: Work at 301

I don't know if you are aware, Jean an= his team started working in the library and they will also start working i= the message room once they finished the library. I will send Leo there tom=orrow to do what he can in those apartments. Are we getting Ching to paint?<=r> Merwin Dela Cruz

[REDACTED]

On Jun 5, 2017, at 9:53 PM, Karyna Shuliak [REDACTED] wrote=

Hello everyone,= /p>

As I mentioned earlier, Mr. Epstein needs you guys to do so=e work in the guest apartments. Below I have put together a list of tasks f=r you, that you can start working on. There might be a few additions, which=I will let you know of later.

If you have any questions or need mo=e clarification on something, please feel free to ask me.

=p style="margin: 0px; line-height: normal; color: rgb(69, 69, 69);"> [REDACTED], I h=ve copied you here as well, just so you can see a few things, that we would=need your presence with.

General tasks for all the ap=rtments:

-put all the lights on dimmers, </=>

-straighten up all the door handles,

=span style="font-family: '.SFUIText'; font-size: 17pt;">-have dirty rugs d=ep cleaned,

-thorough cleaning of all surfaces to remove di=ty marks and fingerprints: walls, closets, floors, stainless steel applianc=s, doors,

-closets and doors that would still remain visibly=dirty after the cleaning will need to be painted. I suggest using semigloss=paint for easier maintenance,

-check the beds, leather on the=sides of some of them became dirty and needs to be cleaned.

Specific tasks for apartments:

11P

- * put 2 mirrors (that are currently above the bed) above the dresser (have [REDACTED] to oversee that)
- * Hide wires in the linen closet
- * Paint shelves in the linen closet (use a glossy paint, so that it would be easier to clean in the future)
- * Change the phone
- * Hide wire near the bed
- * Fire alarm
- * Change the door chain

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- task)
- * fix the art in the bedroom so that it lays flat against the wall, not bending [REDACTED] to oversee this
 - * Walk-in bedroom closet: fix broken wood, change the hooks, cover electric plates
 - * Small bedroom closet: straighten up shelves and metal poles, so that they are parallel to the floor

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- make current ones look decent
- * bedrooms closets: install metal poles instead of the existing ones, install light switches or, if impossible,
 - * Rusted shower fixture needs to be changed
 - * Install bathrobe hook on the bathroom door
 - * Linen closet: repaint the shelves
 - * Install same color/warmth light bulbs in the hallway ceiling
 - * Patch the holes from old wall pictures
 - * Coat closet: hide the wires

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- * Put 2 mirrors above the sofa (to oversee that)
- * Clear desk

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Sent from my iPad
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