
From: Karyna Shuliak <[REDACTED]>
Sent: Tuesday, June 6, 2017 7:28 PM
To: Merwin
Cc: Leo; [REDACTED]
Subject: Re: Work at 301

Merwin, Mr. Epstein has agreed to have Ching do the painting in the apartments. I will have to make a list for him when we're back.

Thanks,
Karyna

On Jun 6, 2017, at 11:50 AM, merwin dela cruz <[REDACTED]> wrote:

I don't know if you are aware, Jean and his team started working in the library and they will also start working in the massage room once they finished the library. I will send Leo there tomorrow to do what he can in those apartments. Are we getting Ching to paint?

Merwin Dela Cruz
[REDACTED]

On Jun 5, 2017, at 4:53 PM, Karyna Shuliak <[REDACTED]> <mailto:[REDACTED]> wrote:

Hello everyone,

As I mentioned earlier, Mr. Epstein needs you guys to do some work in the guest apartments. Below I have put together a list of tasks for 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 more clarification on something, please feel free to ask me.

[REDACTED], I have copied you here as well, just so you can see a few things, that we would need your presence with.

Thank you very much,
Karyna

General tasks for all the apartments:

- put all the lights on dimmers,
- straighten up all the door handles,
- have dirty rugs deep cleaned,

- thorough cleaning of all surfaces to remove dirty marks and fingerprints: walls, closets, floors, stainless steel appliances, 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

7J

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

10B

- * bedrooms closets: install metal poles instead of the existing ones, install light switches or, if impossible, make current ones look decent
- * Rusted shower fixture needs to be changed
- * Install athrobe 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

8A:

- * Put 2 mirrors above the sofa (█ to oversee that)
- * Clean dust from the desk

Sent from my iPad

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