From:	Lesley Groff ██████████████████
Sent:	Tuesday, August 29, 2017 7:13 PM
To:	Sonam Dema
Cc:	merwin dela cruz; Karyna Shuliak
Subject:	Apt. 11J

Hi Sonam. Please mark your calendar to touch up apt 11J on WEd. Sept. =th. We had an exterminator go in ...so be prepared you may see =ome dead bugs! Apt. 11J is occupied by a very important couple who =ave installed an alarm on their door. In order to go into their =partment, we must follow proper procedure by calling their head of =ecurity, Rafi, and having him disarm the alarm. I need to alert Rafi =ou will now be cleaning their apartment. Could you please send me a =opy of your drivers license or passport as soon as possible? He will =o a background check.

you can speak with Merwin or Karyna regarding the procedure as well.!

Rafi: ██████████████

When this couple is in NY, you need to include on your schedule to clean =or them on Monday's and Thursday's.   They plan to be =n NY until Sept. 22 (however, this could change. I will keep you =osted). Therefore you should clean:

Mon. Sept. 11
Thurs. Sept. 14
Mon. Sept. 18
Thurs. Sept. 21

Then you will need to clean again after their departure...

OK? Please confirm receipt of this email....

Thanks, Lesley :)

```
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