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Sent: Friday, February 28, 2003 10:49 AM
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Subject: 114 Liberty Street, Manhattan

Here is where we are this morning.

The DEP has received the cleaning request forms from:

- Condominium Unit 302 (3rd Floor), 4 (fax copy), 5, 6, 7, 8,10, PH (fax copy)
- The authorized representative of 114 Liberty Condominium for the cleaning of the common spaces.
- Commercial Spaces (fax copy)

We will be receiving the 9th floor tomorrow morning so that leaves us with only the original form submittal.

Our "walk-through" schedule is as follows (we'll try to keep as close to it as possible- based on our previous experiences we end up ahead of schedule rather than behind):

(Anyone still interested in the walk through, please sign up today –if you can make it in the gaps on Saturday it would be great)

Saturday, March 1, 2003

8:00 a.m.	5 th Floor
8:30 a.m.	
9:00 a.m.	3 rd Floor
9:30 a.m.	
10:00 a.m.	9 th Floor
10:30 a.m.	
11:00 a.m.	

or

Wednesday, March 5, 2003

9:00 a.m.	11/12 th Floor
10:00 a.m.	8 th Floor
10:30 a.m.	6 th Floor

11:00 a.m.	10 th Floor
11:30 a.m.	ground floor
12:00 noon	4 th floor
12:30 p.m.	_____