

Gilsenan, Michael

From: Gilsenan, Michael
Sent: Wednesday, August 21, 2002 2:30 PM
To: Theodorellys, Penny
Subject: FW: Special instructions for [PII]

THanks

-----Original Message-----

From: Ellen Gesmer [mailto:[PII]]
Sent: Wednesday, August 21, 2002 2:00 PM
To: Michael Gilsenan
Subject: FW: Special instructions for [DP]

Dear Mike,

Here are the special instructions for [PII]. Thanks.

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PLEASE FOLLOW THESE SPECIAL CLEANING INSTRUCTIONS FOR 7S (PRYOR)

1.) VACUUM ALL FIREBRICKS AND THOROUGHLY SEAL THEM UP WITH ACRYLLIC OR OTHER NON TOXIC SEALANT WHICH WILL PREVENT THE DUST/DEBRIS FROM FILTERING INTO THE AIR

2.) REMOVE ALL CARPETING IN SMALL CLOSET OFF THE BATHROOM

3.) CLEAN THE CEILING FAN IN DINING AREA

4.) REMOVE ALL APPLIOANCES NOW SO THAT CLEANING METHODS CAN BE APPLIED BEHUIND THE APPLIANCES.APPLIANCES INCLUUDE :
REFRIGERATOR
STOVE
WASHING MACHINE
CLOTHES DRYER
TWO AIR CONDITIONERS

5.) REMOVE THE BOOKSHELVES IN THE DINING AREA SO THAT THE AREA BEHIND SHELVES CAN BE CLEANED

6.) ***CLEAN STORAGE AREA BEHIND WALL OF OFFICE (THIS SPACE IS 6X4 FEET AND HAS PAINTINGS STORED-TRASH EVERYTTHING IN THIS AREA AND CLEAN WELL.)

7.) DUMP EVERYTHING UNDER KITCHEN SSINK AND CLEAN CABINETS WELL . DUMP EVERTHING IN CABINETS BELOW OFFICE SINK AND CLEAN WELL.

8.) BOOKS AND OTHER BAGGED ITEMS IN CHILDREN'S BEDROOM NEEDS TO BE CLEANED

9.) CLEAN WHITE DRESSER IN SMALL ROOM WITH CARPET

10.) CLEAN GREEN ACBINET (WITH SQUARE DRAWERS) IN DINING AREA

11.) CLEAN TWO METAL CHAIRS IN LIVING AREA

12.) CLEAN WROUGHT IRON WHITE TABLE IN BATHROOM OFF CHILD'S ROOM

13.) CLEAN TEAK BENCH IN HALL NEAT TO BATHROOM

14.) CLEAN WOODEN TABLE (ROUND) IN BIG BEDROOM

15.) CLEAN SMALL METAL TABLE IN LIVING AREA

***PLEASE REMEMBER TO CLEAN THE SMALL STORAGE AREA IN HALLWAY THAT CONTAINS WASHER/DRYER. THROW OUT EVERYTHING REMAINING INCLUDING APPLIANCES AND CLEAN WELL.

THANK YOU.