

From: [REDACTED] >

To: ann rodriquez <[REDACTED]>, Daphne Wallace <[REDACTED]>, Bebe <[REDACTED]>

Cc: Jermaine Ruan <[REDACTED]>

Subject: Anything we can help with?

Date: Mon, 28 Sep 2015 17:12:35 +0000

HI Ann and Daphne...I was looking over the Punch List for this week...Is there anything Bebe or I can follow up on for you? I see that you are missing a start/completion date for "Electrician-Back yard-Danny V. & E.-Man hole cover by scar should be fixed properly until Asphalt project begin...I'm thinking there should be dates input...

I know you all just rec'd the shared Google Calendar ...its very helpful for "reminders" You just go in and type in on the day/time you want to be reminded of something and you will receive an email with the reminder and it will pop up on your computer and phone as well...Ann, **Jermaine may need to help you since you have a yahoo email address...**

Ann, I see many things have a completion date for today or tomorrow...is your plan to to come back at the end of each night and confirm the line item was completed in the 'signed off' column?...then email the updated list each night to us?

I do like the punch list with the dates...it will be much easier to keep track of when something was initially started and help keep the finish date in sight!