10K Shift Notes 12/28 Morning

Castro, Nicole < NCastro@Related.com>

Thu 12/28/2023 3:05 PM

To:10Kconcierge <10Kconcierge@related.com>
Cc:10kLeasing <10kLeasing@Related.com>;10k <10k@Related.com>

Vendors:	FedexG, Lasership, DRYY, USPS	Best Regards,
Resident/ Service Request:	Trayon White called to reserve the bowling alley tonight. I redirected him to speak with management (Jerome) if he wishes to use an amenity space.	Nicole Castro Lead Concierge
	Elevator controls went out for about 10 minutes then came back online	ONE & 10K HILL SOUTH
Leasing/Management info:		28 K Street SE Washington, DC 20003 202.774.390
Packages:		0 Office 202.774.393 0 Fax NCastro@r elated.com
Keys:		
Parking/Loading Dock	No Reservation	
Amenities:	No Reservations	





Shift Notes 10K | 1/8/24 | 3-11

Brown, Charlene <chabrown@related.com>

Mon 1/8/2024 11:12 PM

To:10Kconcierge <10Kconcierge@related.com>

Cc:10k <10k@Related.com>;10kLeasing <10kLeasing@Related.com>;Petty, Scott <spetty@related.com>

Immediate Issues:	N/A
Vendors:	 Amazon DHL Guided Fitness USPS Falcon (Package Delivery)
Resident/Service Requests:	
Leasing/Management Info:	Trayon locked out had to use hard key to let him in. (key was in unit) (No form was completed for lock out)
Packages/ Package Audit:	

Shift Notes 10K | 1/8/24 | 3-11

Brown, Charlene <chabrown@related.com>

Mon 1/8/2024 11:12 PM

To:10Kconcierge <10Kconcierge@related.com>

Cc:10k <10k@Related.com>;10kLeasing <10kLeasing@Related.com>;Petty, Scott <spetty@related.com>

Immediate Issues:	N/A
Vendors:	 Amazon DHL Guided Fitness USPS Falcon (Package Delivery)
Resident/Service Requests:	
Leasing/Management Info:	Trayon locked out had to use hard key to let him in. (key was in unit) (No form was completed for lock out)
Packages/ Package Audit:	

Shift Notes 10K | 5/9/24 | 3-11p

Brown, Charlene <chabrown@related.com> Thu 5/9/2024 11:09 PM

To:10Kconcierge <10Kconcierge@related.com>

Cc:Newman, Jerome <jnewman@related.com>;Richardson, Ronald <RoRichardson@Related.com>;Joyce, Remington <RJoyce@Related.com>;Bussie, Kelvin <kbussie@related.com>

Immediate Issues:	N/A
Vendors:	Amazon, Monument Pools, Guided Fitness
Resident/Service Requests:	N/A
Leasing/Management Info:	
Packages/ Package Audit:	
Print Outs:	NA
Keys:	

Parking/Loading Dock	N/A
Amenities:	 Residents are utilizing the bowling lounge (No reservations required)*gone
ost & Found:	N/A
MISC Pass Ons	Trayon White called to request that we allow us to unit when she arrives.

Sincerely at your service,
Charlene Brown
Concierge
ONE HILL SOUTH
10 K Street SE
Washington, DC 20003
202.774.3921
chabrown@Related.com

