

Questions 10–14 refer to the following notice and e-mail.

Notice to all building staff

Next Tuesday, May 15, the elevators will be repaired. This means that they will be out of service between the hours of 9:00 and 5:00. During this time you will have to use the stairs. We are sorry for any inconvenience this may cause. Please don't hesitate to contact the Building Cleaning and Maintenance Office if you have any questions.

Jason Podryhula
Manager, Building Cleaning and Maintenance Staff

To: Lilya Yemchuk
From: Shirley Smith
Subject: Tuesday meeting

Lilya,

I assume you saw the notice about the repairs next Tuesday. This poses a problem for our lunch meeting. How can we get all that food up to the fifth floor conference room without an elevator? I think we'd do better to change the date. Please call the head of the cleaning and maintenance staff to see if the conference room is available for the next day. If he gives the OK, then go ahead and call the restaurant to change the day of our lunch order. Ask for Mr. Cho. He took our order last time.

You and I also need to get together to go over the Jones proposal before the lunch meeting. Let's meet first thing Tuesday. I plan to be here early enough to take the elevator up to the office. No stairs for me! I'll see you then.

Shirley