
From: [REDACTED]
Sent: Thursday, September 11, 2014 8:25 PM
To: Lesley Groff
Cc: [REDACTED] Karyna Shuliak;
Subject: Re: Reminders...

Thank you les

I agree completely and am sorry to have to say I have watched many times us g=rls not moving when his guests come in, and remain sitting on the sofa whil= the guests or business people stand. I can tell they notice it.

Sent from my iPhone

> On Sep 11, 2014, at 2:06 PM, Lesley Groff [REDACTED] wrote:
>
> Hi girls...it has been brought to my attention we need to be careful how w= keep the Oval Office...we need to keep purses, computers, clothes, extra s=oes, bags, etc off of the furniture in the Oval Office. We need to keep th= sofa and chair available for guests to sit on...please keep your personal i=ems in Merwin's office and don't keep your computers plugged in and laying o= the sofa...You can plug them charge them in Merwin or [REDACTED] office...
>
> Items that need to go on the airplane should be kept in Merwin's office or=in the basement where items are kept for the airplane....please don't leave=them hanging around in the Oval Office.
>
> Please pick up after yourselves when it comes to coffee cups, plates, etc.=.take them to the kitchen and put them in the dishwasher...
>
> Jeffrey is also requesting to please keep the noise down in the kitchen...=onversations, laughter, etc can get very loud and distracting...
>
> When [REDACTED] is preparing for a breakfast, lunch, dinner or tea, be aware she n=eds her space in the kitchen...
>
> Everyone, please confirm back to me receipt of this email...and thanks for=your help...
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