

To: [REDACTED]
From: G. Max
Sent: Sat 1/1/4501 5:00:00 AM

[REDACTED] could not find the store room keys this w/e. I want John to clearly label all the keys for the hse inc spare keys for the car and leave them in the key box which should be kept in John old office

The front gates to the hse should be made to work

I want that the alarm should be put on when the last person leaves the hse EVERY TIME and this should be added to the manuals

Before the staff leave for the night or at the same time they put the water out by the bedside I want them to place a hot water bottle in the bed (A full one w/boiling water that is) This should also be added to the manual