
From: Richard Kahn <richardkahn12@gmail.com>
Sent: Wednesday, December 14, 2016 5:26 PM
To: jeffrey E.
Subject: Fwd: Staffing thoughts

Richard Kahn
HBRK Associates Inc.



Begin forwarded message:

From: =/b>John Christensen [REDACTED]

Subject: =/b>Staffing thoughts =/b>

Date: =/b>December 14, 2016 at 12:09:04 =M EST

To: =/b>Richard Kahn [REDACTED]

Hi =ich,

A few =houghts about NYC staffing:

Trouble areas:

- * =/span>JE not =eeling safe with Jojo driving any longer (Jojo wishes to retire in 3 =ears)
- * =/span>Tess will =eave within the next 6 months
- * =/span>Much time =asted by housekeepers commuting between 66th and =1st Street
- * =/span>Merwin =ied to security desk when JE in residence
- * =/span>Leo is =ired as houseman and he is needed at 71st daily. With him spending so =uch time at 66st, certain tasks are not being done at 71st

Solution:

First of all, the housekeeping requirement at 66th St. are enough to justify a full-time housekeeper there. Each apartment takes roughly 3 hours to clean. 7 apartments belonging to the assistants are cleaned once weekly, and an average of 5 additional apartment cleanings each week. That's 36 hours of housekeeping that is currently handled by Tess and Leo. A full time housekeeper at 66th will be more efficient and can still fill in when extra manpower is needed when JE is on residence.

Merwin is spending too much time behind the desk in the security office. If Jojo is freed up from driving, I would have Jojo take over some of the door/security duties from Merwin, so that Merwin can have more time to perform his maintenance and inspection duties of the property. Maybe its time to put Jojo on a reduced hourly schedule as well? Slowly easing him into retirement.

I'd hire a couple for 1st. A couple with a hospitality background. Their combined skillset should include: Chauffeur, occasional cooking, housekeeping, dinner serving, butler duties. A Pilipino background seems to be working well at the residence. Someone in their 40's who are ready to carry the torch for the next 20 years.

-John

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