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**From:** jeffrey E. <jeevacation@gmail.com>  
**Sent:** Thursday, December 1, 2016 2:07 PM  
**To:** John Christensen  
**Subject:** Re: Schedule for Merwin

Need to add full butler service one day=for all staff

On Thu,=Dec 1, 2016 at 8:40 AM John Christensen <[REDACTED] <mailto:[REDACTED]> wrote:

Good morning Jeffrey,

How does this sound for Merwin's training:

4 days with Butler for etiquette, serving and valet skills.

3 days with me starting a household manual for the property as well as all =eeded checklists.

1 - 2 day with executive housekeeper doing housekeeping checklists and trai= in correct house cleaning, bed making and use of non toxic, no smelling c=emicals.

I'll show him how to catalogue art and valuables, do service and mainte=ance checklists and how to manage outside vendors, getting bids for work a=d handle security while vendors are on site.

Thanks

John

Sent from my iPhone

Sent from my iPhone

--001a11c11708607e4f05429954a9-- conversation-id 61210 date-last-viewed 0 date-received 1480601195 flags 8590195713 gmail-label-ids 7 6 remote-id 667565