
From: John Christensen <[REDACTED]>
Sent: Thursday, December 1, 2016 2:08 PM
To: jeffrey E.
Subject: Re: Schedule for Merwin

Ok, done

Sent from my iPhone

On Dec 1, 2016, at 9:06 AM, jeffrey E. <jeevacation@gmail.com <mailto:jeevacation@gmail.com> > wrote:

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 needed checklists.

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

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

Thanks

John

Sent from my iPhone

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