
From: Dave Johnson <[REDACTED]>
Sent: Friday, January 13, 2017 4:50 PM
To: Myla Baker US
Subject: Fwd: Adler Interior Update

Hi Myla,

I =ries on the deck shoes but the 10.5 W is to large

It is not urgent but we =ill ned to order new pair as I am currently wearing 10 W =hoe

Dave

Begin forwarded message:

From: =/b>melissa smallwood <[REDACTED]>

Subject: =/b>Adler Interior =pdate

Date: =/b>January 13, 2017 at 10:28:47 AM =ST

To: =/b>Myla Trestiza <[REDACTED]>

Cc: Dave Johnson <[REDACTED]>

Hi Myla,

I hope your courses have =one well this week! It's not the same without you here!

Below is a quick =nterior update on the last week and some information on the crew =niform & ordering materials we have been keeping record of. I =laced the binders on your bed.

Adler =nterior Daily Work List

Friday: =/6/2017

-Friday Clean: Dust vac, wipe, =crub and flush toilets

-Clean/ detail galley outlets & vents

-daily duties: crew mess =lean, vacuum, stock, wipe, ect.

Monday: 1/9/2017

- Type up and post new Adler contact phone list
- scrub white laundry buckets with soft scrub
- daily duties: crew mess clean, vacuum, stock, wipe, ect

Tuesday: 1/10/2017

- clean forward day head
- wash/starch/roll napkins we used for napkin folding
- Label crew mess supply and medication cabinet
- Tidy washing machine area and clean outside of machines and walls
- soak/descale dryer vents & vinegar wash cycle for washing machines
- daily duties: crew mess clean, vacuum, stock, wipe, ect

Wednesday: 1/11/2017

- sea tow for sea trials on Thursday
- water plants
- Run water in Guest Cabins (sinks & showers)
- Print and organize information for our own "Interior Records" binder & "Crew Uniform Inventory & Ordering Lists" binder
- dust vacuum entire crew mess area
- *Galley refrigerators and Freezers were put back online today: moved all the food (except the chocolates) from the bar fridge to the galley and all of the food from the dock freezer was moved into the galley freezers
- *Dave's shoes we ordered and arrived today (placed them in the forward outside twin)

Thursday: 1/12/2017

-Move to Sunrise Marina/ Sea trials

--Daily duties: crew mess clean, vacuum, stock, wipe, ect.-Unstow *I left the majority of the paper products in the twin TB forward cabin as we will be going out again for sea trials at some point in the near future and Charley said he needed the cabinet empty to check for leaks. So I only moved enough back in for crew to pull toilet paper and paper towels as that's where they are used to it being stored. During the move I did interior walk arounds on the hour during the tow down the river and there was nothing to report on the interior

*I did notice when I was stowing the forward twin portside shower door does not have a shower handle latch- I talked about this with Charley, he said he knows about it and he's pretty sure they have the latch and that they just need to find the right adhesive to fix it.

Friday: 1/13/2017

-Friday Clean: Dust Vac, Wipe, scrub and flush toilets

-Crew food shopping

-daily duties: crew mess clean, vacuum, stock, wipe, ect.

-Dave tried on his shoes we ordered but he said the fit was large. He is going to check the size of his old shoes and get back to us and let us know if he would like us to return and order a different size. I tried logging onto "Shoe Buy" (the site we ordered from to check their return policy but for some reason the page wouldn't load. The shipping confirmation email I sent you earlier has links you can click on to get the return information and hopefully the page will load for you. However, here is a quick reference of the policy listed on the email: "By placing your order, you agreed to our terms of use and return policy. Exchanges are free; a restock fee applies to returns. Processing usually takes 1-5 business days. Shipping normally takes up to 5 business days, unless you upgraded to express shipping. Some items process and ship faster than others, but most orders will be delivered within 10 business days from purchase"

-Finished at 12:00 to leave for the airport for NZ >

Shopping list: Just a heads up on a few things we were getting low on when I left

-Coffee

-Bread (Should be enough until you get back but you will probably want to go to the specialty bread shop right away when you return)

-Black garbage bags for crew mess and galley? Do we have some of these on board- I checked every bilge I could think of....

*FYI: Charley prefers the "Publix brand heavy cream" in the purple and white container- he says "the Land' O Lakes heavy cream isn't thick enough :)

Crew Uniform Inventory and Ordering Lists

I've put together a binder with all our information for the crew uniform inventory and ordering lists. It includes the following (in order):

1.) Estimates from Liquid and Antibe Yachtwear: (Before you place the Antibe order you may want to get an updated estimate that includes: Dave's jacket & fleece and if we get approval for the long sleeve mens & womens boat shirts). You will notice on the most recent estimate of \$2,175.12 I have written in red those items just mentioned that were not included on the estimate as that would change the total order expense by an extra \$796.00)

2.) Comprehensive list of uniform to order: Items highlighted in yellow are the items that still need to be ordered

3.) Current crew sizing guide- for quick reference when ordering

4.) Individual crew uniform lists: a list for each crew member itemizing what needs to be ordered for them and the quantity/ size (these are rough drafts at the moment and hand written in; once all uniform is received from the suppliers they will become the "Uniform issued" record for each crew member

5.) Adler Crew Uniform Inventory Total Spreadsheet- has notes on it about the quantity we wanted to order and the items that have been discontinued from the suppliers .

6.) Remaining documents are the handover guides/inventories from Nika (Which we updated)

Pending Interior Job List- Stuff we have been working on the past couple weeks

-Place Antibes Yacht wear uniform order?

-Check with Liquid on status of uniform ordered?

-Return Daves shoes and order new size?

-Return items to forward bilge?

-Follow up with Nika about the 3 Small saucers (Villeroy & Boch) that were listed on the inventory list but were not located in the hatch?

-Complete final inventory of interior items now located in the Davie Office?

Best Regards,

Mel

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