
From: melissa smallwood [REDACTED]
Sent: Friday, January 13, 2017 3:29 PM
To: Myla Trestiza
Cc: Dave Johnson
Subject: Adler Interior Update

Hi Myla,

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

Below is a quick interior update on the last week and some information on the crew uniform & ordering materials we have been keeping record of. I placed the binders on your bed.

Adler Interior Daily Work List

Friday: 1/6/2017

- Friday Clean: Dust vac, wipe, scrub and flush toilets
- Clean/ detail galley outlets & vents
- daily duties: crew mess clean, vacuum, stock, wipe, etc.

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, etc

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/descalc dryer vents & vinegar wash cycle for washing machines

-daily duties: crew mess clean, vacuum, stock, wipe, etc

Wednesday: 1/11/2017

- sea stow 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 Fridges 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 freezer

*Dave's shoes we ordered and arrived today (placed them in the forward portside twin)

Thursday: 1/12/2017

-Move to Sunrise Marina/ Sea trials

--Daily duties: crew mess clean, vacuum, stock, wipe etc.-Unstow *I left the majority of the paper products in the twin STB 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.

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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.

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