

From: "jeffrey E." <[REDACTED]>

To: Karyna Shuliak <[REDACTED]>

Subject: Fwd: Manuals for JEE properties

Date: Wed, 01 Feb 2017 10:14:04 +0000

Attachments: CLEANING_CADDY_71th.docx; Marine_Logbook.pdf; MARINE_CHECKLIST.xlsx; IT_CHECKLIST.pdf; ENGINEERING_CHECKLIST.pdf; SAINT_JAMES_ISLANDS.docx; LSJ:GSJ_Org_Chart.pdf; Staffing_explained.docx; PURCHASING_MANAGER_JOB_DESCRIPTION.docx; Arrival_Checklist_71th.pdf; Household_Manager_LSJ:GSJ.docx; ROOM_CLEANING_STANDARD_71th.docx; HOUSEKEEPING_CHECKLIST.docx; Guest_checklist.docx; Director_of_Properties.docx

----- Forwarded message -----

From: John Christensen <[REDACTED]>

Date: Wed, Feb 1, 2017 at 2:07 AM

Subject: Manuals for JEE properties

To: "jeffrey E." <jeevacation@gmail.com>

Cc: Richard Kahn <[REDACTED]>

Good morning Jeffrey,

I spoke to Rich today and he mentioned that there still were some outstanding manuals you were waiting for, for 71st St and LSJ. I just wanted to follow up to make sure that there are not things that you feel that I have overlooked or did not supply?

To date I have prepared the following:

71th St.

- Arrival Checkilst
- Housekeeping Checklist
- Cleaning product specifications
- To-Do list for [REDACTED]

LSJ/GSJ

- Arrival checklist
- IT dept. Checklist

- Housekeeping Checklist (Awaiting translation into Spanish, In progress)
- Marine dept. Checklist
- Engineering Checklist
- Security recommendations
- Staffing recommendations
- Job Descriptions
- Marine logbook for vessel usage statistics
- Additions to existing punch lists based on my observations

If there are items missing, please let me know and I'll get started on them right away. I will be back in Florida on Feb 9th and will have 12 days before my next scheduled 3 week trip to the Middle East. So, I have time to complete any other manual you need.

I have requested Carlos to send me the marine logs for the past 3 weeks. As soon as I receive those, I will prepare a spreadsheet for you with fuel usage, number of trips and the purpose of those trips.

Thanks

John

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please note

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