

MEMORANDUM

TO: Mr. Jacques Casanova, Director

DATE: July 7, 1964

In view of thefts which have occurred recently in dining room and kitchen areas, I would propose the following practices and procedures.

I have discussed these with our maintenance staff and Allied Maintenance and would urge in turn your immediate attention to the suggestions involving delivery services and door-locking responsibilities of Restaurant Associates:

1. No deliveries (or pickups) of laundry, bread or anything else to be made into dining room or kitchen unless someone from Restaurant Associates is at hand.
 - a. This means that no delivery man is to be allowed into kitchen or dining room by anyone from Allied Maintenance or Ford staff.
 - b. Laundry and bread delivery men to be notified by RA that they must change their pickup and delivery schedules or alter them to comply with above.

2. Doors to be locked by Restaurant Associates each night:
 - a. Into dining room from West foyer.
 - b. Swinging door into kitchen from large lounge.
 - c. Swinging door into kitchen from small lounge.
 - d. Door to small lounge near General Office.
 - e. Door from kitchen into fire stair area.

3. Allied Maintenance not to clean, unlock doors or enter dining room or kitchen prior to arrival in morning of Restaurant Associates personnel (usually 5:30 AM).
 - a. However, small and large lounges to be cleaned prior to 5:30 AM and small lounge door to be re-locked.
 - b. Floor supervisor for Allied (only Allied man who has a master key) will not open doors into dining room or kitchen for anyone except RA personnel except for emergency.

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PURCHASE ORDER NUMBER
1000-000-0000-0000

2. No Ford Meter Company personnel will enter kitchen or storage room unless Restaurant Associates representative is present, except in an emergency. In other words, no one will enter through the area and thereby the loading dock area.

W. W. Hozey
Associate Resident Manager

WWS:jl