

Ford Motor Company

Walter Sawyer

Intra-Company Communication

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To: L. P. Columbus

Please arrange to take on a special project -- a thorough shampoo cleaning of all track car upholstery and display car upholstery.

My suggestion is that immediately after the physical exchange of track cars from one track to another is accomplished, two to four extra Allied porters be hired for this job. Before starting it, they can be instructed on proper and efficient cleaning procedures and a supervisor will have to be assigned to see to it that they work.

There are about thirty cars in the service and other accessible areas each night. Two to four men should be able to clean thoroughly at least 30 cars in an eight hour shift starting at 11 p.m. You should be able to complete the project in five to six days.

Please check with Ed Gourley as to his recommendations on proper fluid to use for the shampoo work and instruction on its use. Perhaps Jim Heath could be sprung from other duties for supervision.

William W. Hersey

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cc: J. E. Sattler
E. Gourley

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