MEMO

July 5, 2017

TO Gavin MacIntyre, Vice President, Midwest Region

FROM Nat Willard, Branch Manager, Milwaukee Area Offices

This memo references the provisions for the cleaning of the rooms in the High Street building in Milwaukee. This morning, I relieved Thomas’s Janitor Company of cleansing the premises when I discovered that two of Thomas’s employees made unauthorized phone calls.

I understand your concern with the costs of running the Milwaukee area offices, and I want your permission before deciding to hire cleaning services for this building. A possibility is to assign the Greenwood Boulevard building janitor to clean the High Street building. However, this option is unlikely because of time constraints. The Greenwood janitor could perform routine cleaning at the High Street establishment in one hour, but it would take him another ninety minutes to drive between the two sites. Unfortunately, he doesn’t have enough time to spare to fulfill the High Street Building's responsibilities.

Another idea would be to hire either a full-time or part-time employee for the High Street Building specifically. However, the building can be cleaned very fast, so there would be no point in doing so.

The third option is to look for another janitorial service. I just released an application for additional employees in Milwaukee. However, we are often unlucky when it comes to hiring for such services. However, as a result of past experiences, we will be hiring a new company with high standards. Furthermore, there seems to be no alternative to hiring another janitorial service.

Therefore, I recommend that we hire another janitorial service. If you agree, I can start searching for employees as soon as I receive permission. In the meantime, I asked the employees who work in the High Street building to be patient and tidy up themselves.

* The writer uses unnecessary and harder words like “imprimatur” and “procuring”
* They also reference the janitor but then refers to that person as “he” so this could be an error
* There are also excessively long sentences that can be shortened and combined
* Some sentences also need clarity and just don’t make sense