

February 4th, 2020

Alfred Daniels Buildings & Grounds
16001 Lincoln Ave.
Harvey, IL. 60426

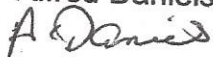
Re: Mrs. Luz Jimenez, Part-Time Custodian

Mr. John Thomas,

It is my recommendation that Ms. Luz Jimenez be made a full time custodian. The Pre-K needs her to work more hours due to the additional tasks she has to perform, at times we have special events that start late afternoon & extend into the evening. In addition to having a full schedule of afternoon that makes for more cleaning at night. We also have additional staff in the building so this has added two locations for her to clean as well the stage and an office. Thanks for your continued cooperation with regards to these matters.

Best regards,

Alfred Daniels



AD/lw