Matrix
MESSENGER
FACILITY MAINTENANCE NEWS

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HR Q&A

Do you have a question about a personnel policy, benefit, or the company? Just submit your question to: hr@cleanforhealth.com

Lynn Domboski, Our Director of Human Resources, will be delighted to help by answering your question. Plus, if the answer to your question is published in our next newsletter we will pay you $10.00.

We are committed to helping you by keeping the communication lines open.

Kudos

March is Employee Spirit Month

In recognition for doing the little extras that make a big difference we want to show appreciation to the following employees who were recognized by our clients for their exemplary service between January and March 2009:

Gale Groves, Dorothy Iloff,
Jerry Kawczynksi, Jamie McGregor, Melanie Mosier.

For additional information on recognizing an employee for extraordinary service, please contact Lynn Domboski at hr@cleanforhealth.com or Suzette Vandeburg at suzette.vandeburg@cleanforhealth.com or call 607.766.0700.

Tips from HR

Warm Spring Weather is Fast Approaching. Please adhere to our dress code for your worksite.

Maintaining a high standard of hygiene and appearance is a must. The following rules apply:

- Closed shoes required with low heels-no sandals or leather soled shoes
- Hosiery/socks must be worn – no bare feet
- Slacks/ jeans are permitted – no shorts
- Matrix shirts/ regular shirts - no non-company screen print tee shirts
- Hair neat in appearance – hair if shoulder length should be tied back
- Keep all clothing pressed, clean and free of patches and holes

Fast Facts

This month marks the anniversary of two patents that altered the future of the workplace:

- Stephen Perry patented the **rubber band** on March 17, 1845.
- Alexander Graham Bell patented the **telephone** on March 7, 1876.

Safety

SAFETY FIRST—Electrical Hazards

Equipment and extension cord plugs are all equipped with a round ground prong. If any of the prongs on the plug are damaged or missing, including the ground prong, the equipment or cord must be removed from service immediately for repair. Cord insulation can be cut or damaged by winding up the cord incorrectly kinks are created which eventually cause the cord insulation to break. Also, accidentally running vacuums or machines over cords will damage the insulation and may result in exposed wires.

ECOSMART

Going Green in the Month of Green: Tips to Save $$ and Help the Environment

Bring your own bags to the store - any store. Most people talk about bringing reusable bags to the grocery store, but why not bring them everywhere? Leave a few in the car in case you stop to shop somewhere unexpectedly. Cost: free.

Put all of your major electronics are on power strips. Even when they are "off", stereo equipment and computers continue to draw electricity. Turning off a power strip at night or when you leave the house reduces energy use and saves money. Cost: As little as $10.

Stop the bottled water use! Bottled water has been shown to be no better than your typical tap water - it just costs more and leaves a trail of empty plastic bottles everywhere. Invest in a faucet water filter and save money and the environment. Cost: $20

To Your Health

National Nutrition Month® — The theme for March 2009 is "Eat Right."

National Nutrition Month® is a nutrition education and information campaign created annually in March by the American Dietetic Association. The campaign focuses attention on the importance of making informed food choices and developing sound eating and physical activity habits.

What is a "Healthy Diet"?

The Dietary Guidelines describe a healthy diet as one that emphasizes fruits, vegetables, whole grains, and fat-free or low-fat milk and milk products:

- · Includes lean meats, poultry, fish, beans, eggs, and nuts; and
- · Is low in saturated fats, trans fats, cholesterol, salt (sodium), and added sugars.

The recommendations in the Dietary Guidelines are for the general public over 2 years of age. Individuals with a chronic health condition should consult with a health care provider to determine what dietary pattern is appropriate for them.

Better/Faster

Working Smart: Most Important Tasks (MITs): At the start of each day (or the night before) highlight the three or four most important things you have to do in the coming day. Do them first. If you get nothing else accomplished aside from your MITs, you've still had a pretty productive day.

At Your Service

"Most of this world's useful work is done by people who are pressed for time, or are tired, or don't feel well."
—Author unknown

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