

Matrix MESSENGER

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In This Issue

Management Tips

Reward and Recognition

Tips from HR

Attendance Reminders

Fast Facts

Earth Day

Safety

Avoid Slip Hazards

EcoSmart

Tips to save \$\$ and help the Environment

Better/Faster

80/20 Rule

To Your Health

Stress Awareness Month

Trivia

Did you Know?



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.



Management Tips

Catch your Employee Doing Something Good

Rewards and recognition are the key ingredients most employees crave. Just receiving a paycheck, as necessary as it is, is not motivation enough for expecting quality from the workforce. Top to bottom, all of us have a desire to be recognized for our efforts, especially when we do something above and beyond our normal duties. Merely acknowledging the little chances in behavior can multiply into positive culture changes for an organization and one that is easy to initiate and manage.

(Special thanks to Lynn Domboski for sharing this tip)



Tips from HR

Do you Remember the Roll Call and Days of Attendance Back in the Good Old School Days?

I am sure that we have all received recognition, gold stars, token gifts and other forms of acknowledgement for Perfect Attendance. Well, I hope you can be proud and feel the same way about your attendance at work. These are just reminders concerning our attendance policy:

- A four (4) hour notification prior to your start time is required for any absence or tardiness;
- If possible, notifying your supervisor the day before the absence or immediately having knowledge of a requested absence;
- A reason is required for all absences and tardiness;
- If you are absent for 3 consecutive days or more a physician release is required to return to work.



Fast Facts

April is Keep America Beautiful Month, National Garden Month, Stress Awareness Month, and on April 22 we honor Earth Day

Earth Day is a time to celebrate the gains we have made in protecting the environment, but also a time to reflect and ask "How can we do more?" You may ask, why is it so important that we do more?

Here's a glimpse of what happens on Earth every day:

- 50,000 acres of forest will be eliminated
- 200 million tons of topsoil will be lost to erosion from croplands
- People will consume more than 3 billion gallons of oil
- Between 20 and 500 species will disappear from the planet forever
- 97 billion e-mail messages will be sent, more than 40 billion of which will be spam
- 4,000 books will be published



*One thing is certain: the world of today will be different tomorrow - and the day after that, and on and on ad infinitum. **The question is not whether we must learn to live sustainably, but how fast we can do so.***

Activities to do on Earth Day: Plant a tree or shrub; share information with your family about Earth Day; volunteer to clean up a local park or green space; support your local zoo.



Safety SAFETY FIRST—Avoid Slip Hazards

Display Wet Floor Signs at All Times. Place signs in full view at all points of entry to a room or area that has a wet floor due to a spill, damp mopping, carpet cleaning, or other wet maintenance procedure.

Wet floor signs must be used when carpets are damp from cleaning, and especially when located adjacent to a hard floor.



Tips to Save \$\$ and Help the Environment

Choose Products with Less Packaging: Whenever you have a choice, purchase products that are loose instead of ones that are packaged. If that is not possible, choose the ones that have the least amount of packaging. Think of the layers of armor that separates you from your new product purchase—a pouch inside a plastic exoskeleton inside a paper sleeve, and then bagged for easy transport. And all that plastic takes 500 years to break down—something to think about as you throw that plastic container in the trash. This is clearly a case of where less is more!

Reuse paper. If you get a letter that has the other side still blank, use it to write your groceries list, or to leave next to the phone, or use the back side for copying. Switch to on-line bills and send e-cards instead of traditional ones.



To Your Health Stress Awareness Month

Stress Awareness Month is a national, cooperative effort to inform people about the dangers of stress, successful coping strategies, and harmful misconceptions about stress that are prevalent in our society.

Stress management experts say that only 2% of the average person's worrying time is spent on things that might be helped or somehow improved by worrying. The other 98% of the time is spent (or wasted) as follows:

- 40% on things that never happen
- 35% on things that can't be changed
- 15% on things that turn out better than expected
- 8% on useless, petty worries

An obvious (though hard to abide by) conclusion: consciously refuse to worry about anything unless you have good reason to believe that worrying about it can actually do some good.

And when all else fails, the quickest, most effective way to deal with stress is to literally laugh it off. You get immediate results. It takes no special talent or ability, it makes you feel good, it's fun, fat-free and you don't need batteries.

A good laugh may be good for your heart too! A team of Maryland medical researchers found that people with heart disease were 40 percent less likely to laugh in a humorous situation than those with healthy hearts.



Trivia

1. How much weight does a race horse lose during a race?
2. Brontology is the study of what?
3. Why do fresh apples float?

(Special thanks to Dee Andrascik and Jodi Stratton for their suggestion to add Trivia to the newsletter.)



Better/Faster



80/20 Rule (Pareto's Principle):

The 80/20 Principle says that most of our results come from a small portion of our actual work, and conversely, that we spend most of our energy doing things that aren't ultimately all that important. Figure out which part of your work has the greatest results and focus as much of your energy as you can on that part. Don't just work hard, work smart on the right things.



At Your Service

"Six essential qualities that are key to success: Sincerity, personal integrity, humility, courtesy, wisdom, charity."

—William Menninger

"It is not fair to ask of others what you are not willing to do yourself."

—Eleanor Roosevelt

"The customer is the most important part of the production line."

—W. Edwards Deming



Shellville
FACILITY SERVICES
A DIVISION OF MATRIX

780 Fifth Avenue Suite 115
King of Prussia, PA 19406
610.584.0888 Fax 610.584.0896
www.shellville.com



Matrix

Integrated Facility Management

19 Avenue D
Johnson City, NY 13790
800.338.5603 Fax 607.644.1081
www.cleanforhealth.com