

Matrix MESSENGER

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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 Employee Recognition

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 in March:

**Eddie Butler, Doris Coverdale, Dave Fowler, Morris Lasky,
Donna Tuttle and Denny Lusht, Supervisor**

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



Tips from HR Identity Theft

The Federal Trade Commission estimates 8 million Americans became victims of identity theft last year.

You don't have to add to this year's total. Here are some expert tips on protecting your identity:

- Mail with care - don't leave outgoing credit payments or tax documents in your mailbox for the postal carrier to pick up. Take them to a mailbox or post office.
- Shred after reading - when you discard credit card bills or anything with personal information, rip it or shred it so garbage drivers cannot salvage.
- Make a copy of everything in your wallet, including the back sides of cards, and keep information in a safe place. If your wallet is lost or stolen, you will at least know what was in it and you will have numbers to call to freeze accounts.
- Memorize essential data - commit SS numbers, passwords and other important data to



Fast Facts The History of Recycling & Memorial Day

- 1690 The Rittenhouse family of Philadelphia opens a mill for paper recycling.
- 1897 NY City provides the first recycling center in the United States.
- 1904 Recycling centers for aluminum open in Chicago and Cleveland.
- 1921 Great Britain begins paper recycling.
- 1968 U.S. aluminum industry begins recycling discarded aluminum cans.
- 1970 College student Gary Anderson designs what becomes the common symbol of recycling, three arrows revolving around each other in a continuous loop.
- 1974 University City, Missouri, offers the first city-wide curbside recycling program.
- 1986 San Francisco meets its goal of recycling 25 percent of commercial and residential waste.

Memorial Day is a United States Federal holiday observed on the last Monday of May (on May 25 in 2009). Formerly known as Decoration **Day**, it commemorates U.S. men and women who died while in military service to their country. First enacted to honor Union soldiers of the American Civil War (it is celebrated near the **day** of reunification after the civil war), it was expanded after World War I to include American casualties of any war or military action.



Safety **SAFETY FIRST—Restroom Cleaning Personal Safety and Proper Disinfecting**

One critical factor for proper disinfection, in addition to using a disinfectant cleaner, is dwell time. Dwell time refers to the amount of time the disinfectant remains wet on the surface to be disinfected. Most disinfectants require 10 minutes of dwell time to kill viruses and bacteria. Other considerations to proper cleaning include the disinfection of all potentially contaminated items, as well as preventing the transmission of germs through improper cleaning tools or techniques.

Personal Protective Equipment Requirements: Safety glasses with side shields or splash resistant goggles must be worn at all times when cleaning restrooms. Always wear latex gloves when cleaning restrooms.



Tips to Save \$\$ and Help the Environment—Reduce your Impact on the Earth

- Cut your grass less, use an electric mower or plant clover or another good ground cover that does not need to be mowed.
- Have a home energy audit.
- Buy goods made from recycled material.
- Use the library instead of buying all your books, magazines and dvds.
- Walk more, drive less! It's good for you and the Earth.
- Recycle used electronic equipment responsibly.
- Combine errands, so you don't make as many little trips in the car.
- Buy local food and produce.
- Eat out less.



To Your Health A Month of Giving Back

Experience the joy of generosity every day by committing to a few simple acts of kindness—you will be doing something good and that will make you feel better.

Here are some ways to give back:

- Pay the toll for the car behind you.
- Let someone with a few items cut in front of you in line at the supermarket.
- Buy a friend ice cream. It's a sweet, surprising gesture and you'll both feel like kids again.
- Donate your old cell phone to the troops by dropping it off at a local AT&T store or go to Cellphonesforsoldiers.com for more information.
- Clip coupons and leave them on grocery store shelves.
- Commit to using a refillable water bottle instead of plastic disposables. Future Generations will thank you.
- Leave an extra-big tip for a friendly server at a restaurant.
- Give blood.

Be nice—share and learn simple ways to give back at LHJ.com/dogood



Trivia

1. What great lake has more shoreline than the entire U.S. Atlantic seaboard?
2. How many flowers are in the design stamped on each side Of an Oreo cookie?
3. What NFL team was the first to win the Vince Lombardi Trophy five times?

1. Michigan. 2. Twelve. Each has four petals. 3. The San Francisco 49ers



Better/Faster



Unclutter: Clutter is anything that's out of place and in the way. It's not necessarily neatness — someone can have a rigorously neat workspace and not be able to get anything done. It's being

able to access what you need, when you need it, without breaking the flow of your work to find it. Figure out what is "clutter" in your working and living spaces, and fix that.



At Your Service

"Efforts and courage are not enough without purpose and direction."

-John F. Kennedy

"The only way to do something is to just do it."

-Dr. Judy Kuriansky

"If you don't set goals, you can't regret not reaching them"

-Yogi Berra



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