

Matrix MESSENGER

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Management Tips Helping your Manager Helps you Advance Your Career

Getting ahead at work is often a matter of helping your manager look good. Here are some general strategies for linking your manager's success to your own prospects:

Find out what's important to your manager/supervisor. Listen—really listen—and you'll learn what your manager wants from his or her job and career, and from you.

Help your manager keep promises. The manager is usually busy and may lose track of what he or she has committed to do. That means they are counting on you to get the job done on time and in the right way.



Tips from HR Inspections are Your Report Card

When it comes to cleaning, do you know why it is so important for you to always do the right thing even when you think no one is watching? Not only is it the right thing to do, but because your work is being inspected on a regular basis. Inspection reports are not only a reflection on you, but also a reflection on our company as a whole.

For doing the right thing, you may even end up with a "thank you" from a client, along with a gift card for taking the time to do that little extra.

Thanks for all that you do!



Fast Facts A brief history of honoring Dad

The "mother" of Father's Day was Sonora Smart Dodd, according to many historians. The daughter of a widowed Civil War veteran who had raised her on his own, Dodd came up with the idea when listening to a Mother's Day sermon in 1909. She held her own special tribute for her father on June 19, 1910, in Spokane, Wash., and began a campaign for an official celebration thereafter.

Initially the idea of Father's Day was met with skepticism. But in 1919, President Calvin Coolidge expressed support for the holiday, and in 1926 a National Father's Day Committee was formed in New York City to join the campaign. In 1966 President Lyndon Johnson signed a proclamation designating the third Sunday in June as Father's Day, but it wasn't until 1972 that President Richard Nixon officially recognized it as a national holiday.

The official flower of Father's Day is the rose: red for fathers who are still living, and white for fathers who have passed away.



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.



Safety

SAFETY FIRST—Properly prepare and organize with tools to perform your work as a Zone Specialist

Make a checklist beginning with your cart to ensure proper set-up. Put on gloves and prepare mop with neutral cleaning solution. Double Brute receptacles allow recycle materials to be easily segregated from trash. Place drop cloth (absorbent side up) or trash cart in convenient location to stage trash for later removal to outside containers. Do not place trash in the way of the building occupants. Prevent marking walls by keeping carts and trash from touching them. Place a roll of small liners in both barrels and feed it out at opposite sides so that at least one of the rolls can be easily reached from anywhere around the barrels. Once the Brute barrels are lined with large bags hang the glass and all-purpose cleaner spray bottles (with the bottle on the inside of the barrel) and a clean rag folded under it over each of the barrels. Check your vacuum cleaner and make sure all plugs and cords are in good shape and the bag is empty. Have a "wet sign" with your brute at all times.



Going Green — Save Gasoline and Money on This Summer's Trips

Summer vacations are on the horizon, and chances are you'll be doing a lot more driving than usual. Save money, and help the environment by reducing your gas consumption with these tips:

Use the right oil— Check to see you are using the manufacturer recommended oil for your vehicle; using the wrong oil can negatively affect your vehicle's efficiency. Get rid of that roof rack— racks increase wind resistance and cut down on fuel efficiency.

Lighten your load— Remove unnecessary items from your trunk. The more weight you carry, the more fuel you'll burn.

Buy gas at the right time— Believe it or not, evenings are better than hot afternoons for filling up your tank. Gasoline is denser when temperatures cool, so you'll get more for the same price.

Use A/C wisely— At highway speeds, you're better off running your air conditioning than opening your windows and increasing drag. But when driving around town, keep your windows down and the air conditioner off to conserve fuel.



To Your Health

Informed Consent: What to ask your surgeon before the incision

Surgery is almost always a scary prospect to confront. The American Association of Neurological Surgeons offers patients a list of questions they should ask before the day of any surgical procedure:

- What surgery are you recommending?
- Are there alternatives to this surgery?
- What are the benefits of having this surgery?
- What are the risks, and what kind of anesthesia will be used?
- Where can I go for a second opinion?
- How much will the surgery cost?
- Can I eat or drink anything the day before and/or the day of my surgery?
- How long can I expect to be in the hospital, and what should I bring with me?
- How long will it take to recover?
- When do I schedule my post-surgery follow-up appointment?

When it comes to your health, always be proactive. You are your own best advocate.



Better/Faster

Gap Time: The little blocks of time we have during the day while waiting for the bus, standing in line, waiting for a meeting to start, etc. Have a list of small, 5-minute tasks that you can do in these moments, or carry something to read or work on to make the most of these spare minutes.



At Your Service

"Life is built on character, but character is built on decisions. The decisions you make, small or great, do to your life what the sculptor's chisel does to the block of marble. You are shaping your life by your thoughts, attitudes, and actions."
—Warren Wiersbe

Statistics are no substitute for judgment.
—Henry Clay

Integrity is what you do when no one is looking.
—Anonymous



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