

Matrix MESSENGER

FACILITY MAINTENANCE NEWS



Volume 7

July 2009

Number 7

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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.



Employee Recognition

In recognition for doing the little extras that make a big difference, we want to show our appreciation to the following employees who were recognized for their exemplary service in June:

Liborio Rodriguez, James Syrell and Jessica Shefler
Nice Job!

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

Boredom – The Enemy of Productivity

Associates who don't take interest in their work are more disgruntled than others, even those who are overworked!

Quoted: Garry Kranz, freelance writer based in Richmond, VA
Factors to improve your productivity:

- Quality of work - completeness, consistency, care, and reliability
- Quantity of work - Compare amount of work produced with job standards
- Knowledge of duties - Good knowledge of required skills, methods and procedures
- Adaptability - Receptive to new ideas, new methods and procedures. Readily learns under changing situations and deadlines
- Training - Show potential to successfully complete company training programs, course lessons, and related subject training
- Job commitment - Be dedicated. Prioritize. Complete functions of your position correctly and on time.



Grins & Giggles

What Every Staffer Must Know

The CEO addressed a group of newly hired employees. "There are two things we take very seriously around here," he said. One is cleanliness. How many of you wiped your feet on the mat outside before you came into work today?"

Almost every hand went up.

"Good." said the boss. "That brings me to the other thing that's important in this company: Honesty. There is no mat outside."



Safety

SAFETY FIRST - Potential Trip and Slip Hazards

Equipment and Trash Placement:

Is it left in front of a door, in a walkway or at a blind corner? Keep items out of the way, yet in clear view.

Proper placement of "wet floor" and "restroom closed" signs:

Does placement of warning signs cover all entrances? If not, get more signs. Are signs in clear view prior to entering the area? If not, reposition so that they are in plain site as you approach the area.

Chemical over spray:

Stainless steel and furniture polishes can be extremely dangerous if allowed to settle onto a hard floor surface. Never spray aerosol polishes directly onto vertical surfaces, this allows product to settle onto the floor creating very slippery conditions.

Electrical cords: Is the vacuum cord pulled taught and creating a trip hazard? Avoid running cords across hallways. In busy areas keep excess cord in hand to limit the amount left on the floor.



To Your Health Caring for Pets in Sultry Weather

Summer is a time for both you and your pet to enjoy the sunshine and outdoors, but along with the fun, the season also offers situations that can endanger your pet. The Humane Society of the United States offers these guidelines for pet owners to keep their furry friends safe this summer:

Never leave your pet in the car

During warm weather, the inside of your car can reach 120 degrees in a matter of minutes, even if you're parked in the shade. Pets who are left in hot cars even briefly can suffer from heat exhaustion, heat stroke, brain damage, and can even die. Don't think that just because you'll be gone "just a minute" that your pet will be safe while you're gone.

If you can't stand the heat...

On hot days, limit exercise to early morning or evening hours. Hot asphalt can burn your pet's paws. Pets can get sunburned, too, and your pet may require sunscreen on his or her nose and ear tips.

What to watch for

Your pet can suffer from heat exhaustion and heat stroke. The signs of heat stress include heavy panting, glazed eyes, a rapid pulse, unsteadiness, a staggering gait, vomiting, or a deep red or purple tongue. If your pet does become overheated, move him into the shade and apply cool (not cold) water over his body. Let your pet drink small amounts of water or lick ice cubes. If necessary, get him to a veterinarian immediately.



Fast Facts

Keep Your Eye on the Ball

There's a story that when Hank Aaron was playing in the 1957 World Series, a teammate advised him to hold his bat differently. "Turn it so you can read the trademark when you swing," he said.

Aaron's reply: "Didn't come up here to read. Came up here to hit." Aaron, of course, hit 755 homers in his career, breaking Babe Ruth's home-run record.



Better/Faster

Monotasking: We like to think of ourselves as great multi-taskers, but we aren't. What we do when we multitask is devote tiny slices of time to several tasks in rapid succession. Since it takes more than a few minutes (research suggests as long as 20) to really get into a task, we end up working worse and more slowly than if we devoted longer blocks of time to each task, worked until it was done, and moved on to the next one.

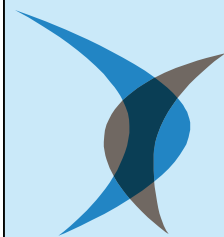


At Your Service

The most important single ingredient in the formula of success is knowing how to get along with people.
-Theodore Roosevelt

Defeat is not the worst of failures. Not to have tried is the true failure.
-George Edward Woodbury

All the art of living lies in a fine mingling of letting go and holding on.
-Henry Ellis



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