

Matrix MESSENGER

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The man who has the largest capacity for work and thought is the man who is bound to succeed.

-Henry Ford



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.



Tips from HR

Mobile Phone Usage and Texting

Did you know that a person who uses their cell phone to talk or text message while driving is more of a hazard to other drivers than a person with a .08 blood alcohol content?

While operating a personal vehicle on company business, or whenever driving a company owned vehicle, the use of electronic communication devices (navigational systems entry, mobile text messaging, email access, or web browsing) is prohibited. If the driver must use a mobile device for voice communications while the vehicle is in motion:

- Use should be kept to minimum.
 - Remain alert to traffic and other vehicles around you.
 - Be completely familiar with the phone before using it.
 - Be prepared to break conversation to respond to a traffic hazard.
 - Don't hesitate to abruptly drop the phone when an urgent issue arises.
 - Keep both hands on the wheel by using the phone's hands-free or speaker phone feature.
- Violation of this policy may result in disciplinary action up to and including discharge.



Employee Recognition

Tammy Delmage

Tammy was recently recognized by our client (NYS Office of Mental Retardation and Developmental Disabilities) for going well above and beyond her job responsibilities in responding to an emergency need for assistance of a mentally challenged individual. While at work on October 12th, Tammy discovered a gentleman in the building entryway, unable to fully communicate and in dire need of assistance. She contacted a facility staff member, and while waiting for that person to arrive, she "stayed with him, providing supervision and companionship, and patiently listened to things he wished to talk about", said Monica Ruzicka, of OMRDD. Thank you Tammy, for responding to the situation in such a professional and compassionate manner.

Alex Torres

Robert Mulcahy, of Elliott Manufacturing, wanted to bring to our attention that Alex Torres went above and beyond his job responsibilities in sifting through the garbage and locating several important documents that had inadvertently been thrown out. "I feel that Alex went above his requirements for this location and I am glad to have him working as a contractor for Elliott Manufacturing", said Mulcahy. Thank you Alex!



It's In The Bag

It's in the Bag If last year's lunch boxes, backpacks and other containers are still in good condition, use them again this year instead of buying new. You will save money, natural resources, reduce pollution, and teach your kids a valuable lesson about using resources wisely. Old backpacks too beat up for carrying books to school can be reused for other things like storing jumper cables and a first aid kit in your vehicle's trunk.





Better/Faster

Top Techniques For Answering Questions

You don't have to be an oracle when it comes to answering people's questions on the job. Just give each inquiry—whether from a boss, co-worker or client—your best reply. Follow these tips to giving your best answer each time:

- **Understand the question.** Miscommunication often occurs when you don't pay close attention to what is being discussed. Make sure you understand what you're being asked, and clarify the question if you're confused.
- **Don't babble.** If you know the answer to what is being asked, provide it quickly and succinctly rather than spending a lot of time discussing irrelevant information.
- **Remember that you're the expert.** Don't be intimidated when a manager who has more responsibilities (but less knowledge of the daily working of your position asks you a question). Back your answer up with relevant facts and details, written and otherwise.
- **Keep your opinions to yourself.** If you're asked for a personal viewpoint, give it. Otherwise, stick to the facts. Refrain from adding anecdotal observations to your answer.
- **Don't wing it.** If you can't immediately answer a question, let the questioner know how soon you can get back to him or her (the sooner the better).
- **Don't be critical.** Never answer a question with a condescending remark like. "You don't know that?"
- **Admit when you don't know the answer.** Know when you don't know, but make an extra effort to refer the questioner to sources you know can be of better help.



To Your Health

Eat A Healthful Snack-A Simple Idea, But What?

You're hungry. What should you eat? If you're trying to avoid junk food and excess calories, consider these healthy snack options:

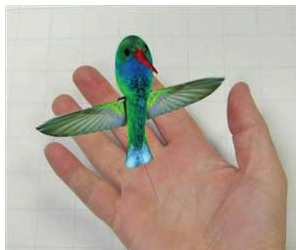
- **Olives.** A snack of five olives has just 45 calories.
- **Hummus and carrots.** Four ounces of hummus and three carrot sticks contain only 80 calories.
- **Pineapples and pistachios.** Mix 1/2 cup of dried pineapple slices with about 25 pistachio nuts. Fruits and nuts are a good source of antioxidants. Also try peanuts and raisins or almonds and dried apricots.
- **Cottage cheese and apples.** Top a sliced apple with about 1/2 cup of low-fat cottage cheese. Benefits: calcium, protein and fiber.
- **Mini-pizza.** Slice a whole wheat pita in half. Spread a little tomato sauce, then sprinkle some cheese and vegetables on top. Heat in microwave or toaster oven until cheese melts.
- **Rice cakes.** These can be eaten by themselves or with various low fat toppings. Look for rice cakes made from whole grain brown rice.
- **Water.** A tall glass of water is terrific for you. It revitalizes your body while assuaging hunger pangs. And it's caffeine and calorie free.



Fast Facts

First Flapping Two-Winged Aircraft Takes Flight

The Wright Brothers invented the airplane a little over 100 years ago, but scientists have finally devised a flying machine that flaps its wings to get off the ground. The nano air vehicle, or NAV, flies with two flapping wings that serve as rudders, elevators, ailerons, and engine, allowing it to fly backward and forward, hover, and change its altitude, much like a hummingbird. It was designed by the engineers at the California unmanned aircraft systems firm AeroVironment, under a contract with the Defense Advanced Research Projects Agency (DARPA). The NAV is small: DARPA called for the final product to weigh 10 grams or less, with a wingspan of about three inches, and be able to withstand winds of eight feet per second, as well as the ability to fly inside buildings over a half-mile away.



Grins & Giggles

Happy Turkey Day!

A biologist called a leading genetics journal to announce his great news: "After years of research, I've found a way to end every argument over who gets the drumstick at Thanksgiving dinner! I'm thinking Nobel Prize! I've bread a turkey with six legs!"

The editor was skeptical. "But how does it taste?"

"I don't know. I can't catch the thing!"



Thanksgiving Day is a jewel, to set in the hearts of honest men; but be careful that you do not take the day, and leave out the gratitude.
-E.P. Powell



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