



December 2018 Newsletter

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Message From The President

December is upon us. That means two things. Christmas and snow. One we love, one we hate.

Please be aware that not all our accounts are closed on Christmas eve, but everyone is closed on Christmas day. Check with your supervisor to see the schedule with your buildings.

This is also the time of year when accounts start to have their Christmas

parties. This does mean that the offices can be a little dirtier and trash may take you longer. This is fine, just let us know you took longer so we can bill the client for the time.

Salt will start to be an issue on the floors. Just take your time and get as much up as you can. With the hard surface floors we do have a special green floor cleaner that you can use. If it is not at your

account, simply ask for it with your inventory.

Finally we must address the road closures due to bad weather. If they weather is extreme, sometimes the buildings will close early allowing us to go in. Call me on that day and I can let you know what is happening.



News From Human Resources

It has come to our attention that some people do not understand the management structure. To make it easier we have created an organizational chart that breaks down the management hierarchy.

Some of the accounts have a team leader, some have a supervisor, and some do not have anything. If your account does not have a team leader or supervisor, than the manager is your leader. If your account has a team leader, they are your direct supervisor, with the manager being

your second supervisor. I am hoping that everyone will respect and follow direction from both people.

At anytime you can still come to myself or Harry with questions or concerns.

You can go to the manager if you feel your team leader or supervisor is being unfair to you.

If you would like to be a team leader of your building let me know and we can discuss this.

Our intention is to make sure everyone has a voice and is able to express that voice.

Harry and I are not able to be at all the accounts all the time and rely on the management team to convey our wishes and concerns.

Together we all will continue to make this a great company to work for. If at any point you have a concern feel free to come directly to us. We are always available for you.

*Happy
Birthday!*

Happy Birthday

Michelle Berry 11/3

Kiwanna Smith 11/9

Erin Thompson 11/9

Christina V. 11/18

Kerone Kease 11/23



*HAPPY
ANNIVERSARY*

Happy 5 year anniversary to Toni Tate!

Happy anniversary to Vilma Storca-Rivero!

Happy anniversary to Lucy Narvaez!