

# Clean Talk



OFFICIAL PUBLICATION OF RED RIVER SANITORS, INC.

## Rules and Regulations

### *The Christmas Spirit*

by E. C. Baird

### Appearance Counts!

I enter the home of poverty, causing palefaced children to open their eyes wide, in pleased wonder.

I cause the miser's clutched hand to relax, and thus paint a bright spot on his soul.

I keep romance alive in the heart of childhood, and brighten sleep with dreams woven of magic.

I cause eager feet to climb dark stairways with filled baskets, leaving behind hearts amazed at the goodness of the world.

I cause the prodigal to pause a moment on his wild, wasteful way, and send to anxious love some little token that releases glad tears - tears which wash away the hard lines of sorrow.

I enter dark prison cells, reminding scarred manhood of what might have been, and pointing forward to good days yet to be.

I come softly into the still, white home of pain, and lips that are too weak to speak just tremble in silent, eloquent gratitude.

In a thousand ways I cause the weary world to look up into the face of God, and for a little moment forget the things that are small and writhed.

I am the Christmas Spirit!



RRS would like to wish all of our employees and their families a safe and happy holiday. Merry Christmas!

Think of the last time you saw a police officer or a nurse. What made you recognize them as a professional? It probably was their uniform.

A proper uniform identifies an individual as a true professional in their field. This includes the janitorial field. A janitor dressed neatly and properly in their uniform looks good and is recognized as a professional.

The policy of RRS is to have all employees wear either a smock or a company shirt along with a name badge anytime they are on duty. This gives our customers a sense of security and comfort as they identify our workers on the job.

We are seeing at times employees out of uniform and even having it reported to the office by customers. This is not acceptable. Supervisors should make sure smocks and badges are worn at all times. Employees should take the personal responsibility to keep their smocks looking good and to wear them everyday.

Our customers judge us not only by our work, but also by our appearance. Please remember, appearance counts. If you need a smock or vest, please contact your supervisor.

## Employee Sponsorship

I have had several people ask if we were still doing our employee sponsorship program. The answer is YES!!! But you must turn in the paperwork showing that you wish to sponsor a person **BEFORE** they are hired. You can't sponsor someone who has already been hired.

There is a cash award of \$25.00 paid to the person who sponsors a new employee if the person you sponsored does not miss any days in the first 90 days that they are hired.



Dec. 1, 2005

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# DO YOU SEE THE PROBLEM?

One of most common complaints we get from our inspectors is shown in the picture above. Do you see what rule is not being followed? If you guessed spray bottles hanging from the side of the brute barrel, you are right. Although it seems easier to hang bottles on the side, it will cost you in the long run. When a bottle is repeatedly hung over the side of the barrel, it weakens the trigger mechanism and will cause a leak. We have even had cases where the entire bottle has fallen from the side of the brute barrel and spilled onto the floor causing severe carpet damage.



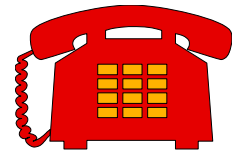
**Do You See The Problem?**

Don't take the risk, always secure your spray bottles in the caddie. Take a few seconds before your shift and make sure your brute barrel or cart is stocked, clean, and hazard free with no spray bottles hanging from the side.



**Proper Storage of Spray Bottles!**

## ATM Numbers



**222-8937**

If you can not get through to the ATM-2000 Computer, call this number.

**673-4760**

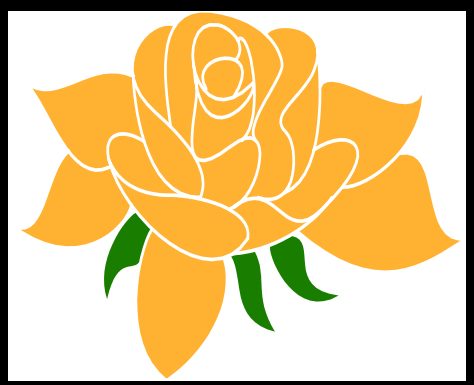
Please remember to speak clearly and give the following information.

01. Your name and employee number.
02. Your access number and the name of the building that you are working in.
03. Whether you are checking in or out.

# Special Notice

If you do not check **in and out** on the computerized Time Keeping system

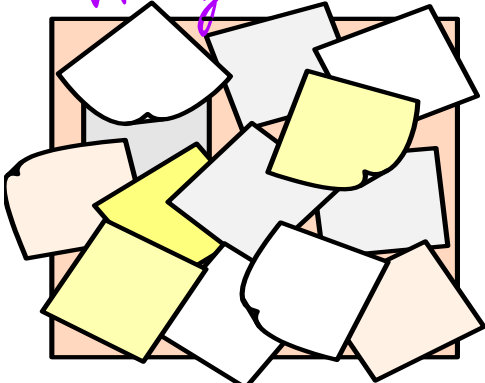
**YOUR PAY CHECK WILL BE WRONG**



# Sincere Condolences

We would like to extend our sincere condolences to Bill Maxwell on the passing of his wife, Karen Maxwell. We extend our sympathies to Bill's friends and family.

## Message Center



If you have any information that you would like to share with your fellow employees, please contact Beckie at the main office. The number is 425-8214 ext 220.

## Made Any Changes Lately?

If you have changed your phone number or your pager number since you were hired. Please call the office and give Stephanie your new numbers. There are times when we may need to get in touch with you and without the correct information on file, sometimes it is impossible. If for some reason the building that you work at is going to be unexpectedly closed, without your correct phone number we cannot call and let you know what is going on. You should also check the address printed on your paycheck. Your address and phone number should always be updated.



**RRS policy** is not to remove any item from the building that we work work in. Even if it is in the trash. All employees should remember this. Avoid any suspicion of theft by not taking anything home you do not own! If there is something in your trash you do not think belongs there—place it in the janitors closet and check with your supervisor. Please remember.....

**When in doubt do not throw out!**

## W-2 Information

You will receive your W-2 form for tax purposes on January 31, 2005.

**Please do not call the office to ask if you may receive it early.**

Be sure to check all the payroll information on your check stub and turn in any corrections that need to be made before December 31. It is very important that you double check your social security number and your mailing address. Please turn in any changes to Stephanie at the main office. **Stephanie's direct number is 318-424-8214 extension # 227.**



**RRS policy is not to remove any item from the building that we work in. Not even if it is in the trash. All employees should remember this and avoid any suspicion of theft by not taking anything home that is not yours!**

**If there is something in the trash that you do not think belongs there—place it in the janitors closet and check with your supervisor.**

**Please remember ..... When in doubt do not throw out**

# Quality

The true mark of quality is paying attention to the details. Any cleaning service can empty all of the trash and do the vacuuming. It is taking care of the little details that sets us apart from the other services in this area.

Sometimes people think that a task such as dusting is not very important. Well, in our business dusting is one of the most important things that we can do. If there is the slightest amount of dust left on something the customer does not think that we have done our job very well. And they would be right. It doesn't matter that everything else has been done. You might say that dusting is like putting the icing on a cake.

Take the time to pay attention to your dusting. There are several things that can happen that can make it look like you are not dusting at all.

- You need to pay attention to your vacuum cleaner bag. If the bag is not put back on your machine properly, or if you have a small hole in your bag, everytime you vacuum you will be filling the air with dust that will settle down on everything after you have left.
- If you are buffing your floors and not dusting afterwards. Your setting yourself up for trouble. Everytime you buff the floor you are in essence grinding off a fine layer of finish. This finish goes into the air and will settle back down on everything in the room—even the floor! You should always dust the furniture and run a dust mop over the floor after buffing. No one will notice how nice the floor looks if there is a layer of dust on everything!