

At **Manage It, Inc.** we strive to maintain a company standard that teaches each of you to work in a manner that ensures your safety on a daily basis.

Make sure to place your personal items in a secure place out of the way of your other team members such as in your main closet so it is safe and in no ones way.

Stocking your cart (if your building has one) so that all your items you need are organized so you make less trips to the closet. Ensure that your product bottles your using are properly labeled, filled and placed on the cart in a manner that they won't fall off, spill and damage property.

Make sure your hopper and garbage can is clean and free from spills and debris. Ensure that your garbage can if it has a caddy on it has all the product you will need for the night. Keep your can and hopper to the side of the hall so that no one trips or falls. Above all make sure to keep all bags away from you do not assume there are not any sharp's in the bags. It hasn't happened often but it has happened. This ensures your optimum safety when working! Supervisors PLEASE remember to contact us A.S.A.P. if this does happen in any of your facilities.

If you are on general facility wipe downs please use your eyes and scan the area making sure that there is no sharp's where they shouldn't be. It also makes your jobs more efficient by seeing things that need done that you may not have otherwise seen.

When vacuuming make sure to know where your cord is. Can

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Westmorland Dry Cleaners

10% discount to all **Manage It, Inc.** employees! Just mention our company when dropping off your dry cleaning. They also have pick up and drop off service available so if you can get it to the office I will take care of it for you if you would like.

508 New Alexandria Road
Greensburg, PA 15601
724-837-4767
Next to Lynch Field

Tequila and Salt

1. There are at least two people in this world that you would die for.
2. At least 15 people in this world love you in some way.
3. The only reason anyone would ever hate you is because they want to be just like you.
4. A smile from you can bring happiness to anyone, even if they don't like you.
5. Every night, SOMEONE thinks about you before they go to sleep.
6. You mean the world to someone.
7. You are special and unique.
8. Someone that you don't even know exists loves you.
9. When you make the biggest mistake ever, something good comes from it.
10. When you think the world has turned its back on you take another look.
11. Always remember the compliments you received. Forget about the at the most inefficiently.

Have news to share... let me feature it in our newsletter!

Everyone has a roll to satisfy in any company for it to succeed. Each team member in this company has a job to do each day or night for us to fulfill our contracts and to keep this company functioning. When each of us does their job a few things happen: One; it secures our jobs with our client by making them happy, Second; you secure your own job with our company and third; you support your team members.

Now imagine this you come to work and don't really feel like working, you had a tough day, your tired, etc... so you are moving slower than normal and not getting your jobs done as efficiently as you should. What happens? It's simple either your other team members have to do your work and pick up the slack or no one does it and I get a call the next day at the office with a complaint. Neither one is the goal of this company nor will it ensure the companies success and security.

Supervisors your position is to not only make sure the above isn't happening among other things but you must also lead by example. Come into work with a positive attitude and a smile so that you may lead your team to having a great night.

When working on your own tasks don't forget to make sure your team is doing what they are suppose to do. Please don't assume they are or push this responsibility on another team member. Check their work if there is a concern bring it to Jeff or myself so that we can work with you to rectify the problem.

I understand that we all have personal issues believe me I know it's hard to leave your day at the door when you arrive at work. But please understand that it is essential because it affects your job performance and also effects your team members.

Remember positive attitudes rub off just like negative ones do...so be positive and spread the energy to your team mates...you will be amazed at how contorkous a good mood can really be!





Don't forget to recycle!

If your neighborhood doesn't recycle you can do so on your own. Senior Centers, Elks, VFW's and many more organizations count on the recycling to be dropped off to fund numerous events they host in the