

Summit Service Group

Employee Update

March 10, 2016

Your Chance to Meet the President!



Greg I., Summit Service Group President, has been out visiting our accounts on weekday evenings. His busy schedule now includes one night every week doing account inspections with Summit Area Managers and Area Supervisors. He is pictured above at an inspection of one of our Arvada accounts with Masen R. and Yadi C.

Greg makes a point to notice the little things; he has always said that success is a thousand little things done right. He has been very happy with what he has observed in the accounts over the past two months, and he has found an abundance of things to compliment. Greg also has very much enjoyed meeting the employees that work in each account.

His visit locations for the first 3 months of 2016 have been planned in advance, but come April he will start making surprise appearances. Greg is really looking forward to meeting you!

5 Simple Things That You Can Do to Stay Safe at Work

1. Never twist at the waist when you are lifting, carrying something, or mopping. Keep your shoulders, hips, and feet all pointing in the same direction.
2. Do not lift and struggle with trash that is too heavy for you. Some options to lighten the trash load include punching holes in the top of empty bags before you place them in your cart (this helps to release the suction when the bag is full), cautiously tilting the trash container to its side and sliding the trash bag out horizontally, or removing some of the boxes or books into another trash bag (while wearing heavy gloves, of course!). It is always safer to make a second trip if the trash caddy is getting too full.
3. Use ALL personal protective equipment EVERY time you clean. Personal protective equipment includes protective eyewear and gloves.
4. Wear safe shoes with slip resistant rubber soles during every work shift.
5. When you are walking up and down stairs, use the hand railing! If you must use a stairway, carry only as much as you can comfortably hold with one hand so that the other hand can be free to hold the rail.



Springtime notes:

- *Daylight Savings time begins this Sunday, March 13th. Spring forward!*
- *The first day of spring is on Sunday, March 20th.*

March Birthdays

Birthdate:	Name and Jobsite Location:	Birthdate:	Name and Jobsite Location:
1-Mar	Nataly C., Colorado Springs	21-Mar	Edelmira R.F., Parker
2-Mar	Nicolas G.-A., Denver / Golden	21-Mar	Cindy L., Thornton
6-Mar	Edgar D.C., Colorado Springs	25-Mar	Graciela C., CO Springs
9-Mar	Greg I., President	26-Mar	John M., Lakewood
9-Mar	Adela P.R., Windsor	26-Mar	Noe M., Centennial
11-Mar	Fernando G., Henderson	27-Mar	Luz S., Colorado Springs
13-Mar	Rebeca P.L., Colorado Springs	27-Mar	Angelica L., Louisville
14-Mar	Robert C., Colorado Springs	29-Mar	Jennifer K., Human Resources
15-Mar	Lucero T., Lafayette	29-Mar	Alejandra J.G., Lakewood
20-Mar	Maria Dolores R.I., CO Springs	30-Mar	Minerva D., Henderson
20-Mar	Bertha O., Colorado Springs	30-Mar	Armando H., Denver
20-Mar	Maria B., Englewood	31-Mar	Henry L., Lakewood

March Anniversaries

Anniversary Date:	Name and Jobsite Location:	Anniversary Date:	Name and Jobsite Location:
28 Years		2 Years	
7-Mar	Bob K., Accounting	13-Mar	Everardo M., Colorado Springs
10 Years		1 Year	
13-Mar	Maria P., Payroll	4-Mar	Danmor P., Colorado Springs
8 Years		5-Mar	Maria B.L., Colorado Springs
25-Mar	Omar C., Arvada	11-Mar	Maria I., Westminster
27-Mar	Gregorio S., Aurora	16-Mar	Mirna M., Colorado Springs
4 Years		19-Mar	Christopher S., Denver
5-Mar	Becca B., Human Resources	30-Mar	Eduardo J.C., Centennial
22-Mar	Alejandra Q.C., Colorado Springs	30-Mar	Ma Alicia M.J., Centennial



Greg was pleased to find the janitorial closet at this Arvada account "excellently organized." Thanks to this account's staff for keeping their janitorial closets in ship shape!

Keeping Your Janitorial Closet in "Ship Shape"

A neat and orderly workplace begins with individual pride, planning, and proper work priorities. Take a look around your janitorial closet today. Are materials organized, properly placed, and out of the way? Are your tools and equipment in the right places and can they be easily found when needed? Do you have cords positioned where they do not create tripping hazards? No matter what task you are involved in, take some extra time to clean up as you work to prevent accidents and injuries.

When you have finished the mopping task, make sure that your mop bucket is empty and clean before you end your daily shift. Make sure that your mop has been thoroughly rinsed clean and has been placed with its wet-side up in a place that will allow for quick and safe drying time, preferably over a sink to prevent the mop from dripping on the floor and causing a wet and slippery floor surface. Assure all wet floor signs are neatly placed in a part of the janitorial closet where they will be out of the way but readily available for the next person that needs to use them.

If you use any electrical equipment (including but not limited to vacuum cleaners and electric buffers), inspect all electrical cords prior to each daily use. After using the electrical equipment, make sure you place it out of the way of the normal walking path. All vacuum cleaner bags should be emptied prior to the end of each shift.

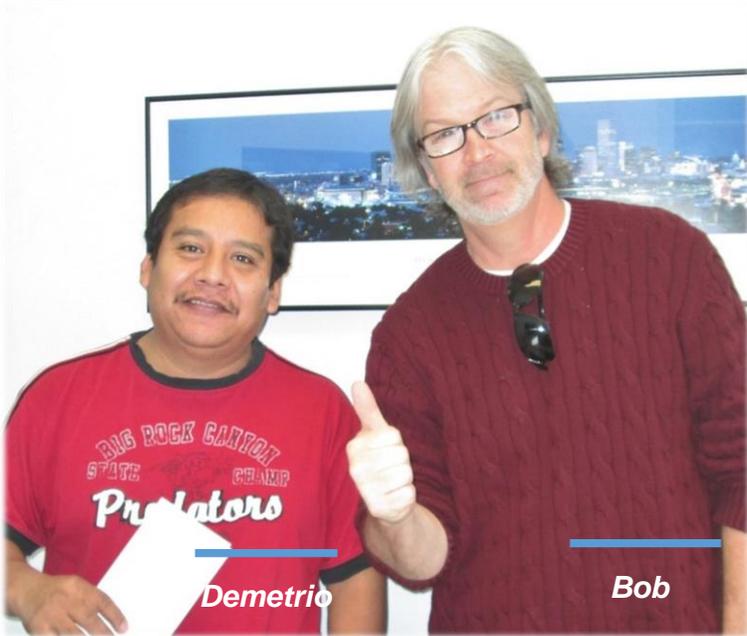
Any time you use chemicals, make sure that you clean up all spill and splash marks and be sure to wear both protective gloves and protective eyewear. Are these Personal Protective Equipment (PPE) items easy to find and in a logical location in your janitorial closet? You should not have any bottles in your worksite that do not have labels, and chemicals should NEVER be placed in a container that is labeled with another chemical's information.

When you arrive at the jobsite at the beginning of your shift, take a moment to think about your jobsite and look for any areas where our company's presence within the client site could be improved. Are their tripping hazards? Is our janitorial closet neat, organized, and clean visually? Does the closet smell clean and fresh? Ask yourself what you can do today to reduce the potential for accidents. Practice putting away everything in a good – or better – way than you found it, and in no time your janitorial closet will be in "ship shape"!

Four Employees won Safety Bingo in February!

Demetrio G. Won \$50

Demetrio doubled his winnings because each time he had a winning number, he wrote down that number's message. Demetrio works in one of Denver accounts near I-70, and he has been employed over 3 years. Demetrio is pictured at left with Summit's controller, Bob K.



Demetrio

Bob

Maricruz A., Claudio G. and Diego E. Won \$25 Each



Maricruz

Maricruz works in one of our Niwot accounts. She's been employed at Summit for a year and a half.



Claudio

Diego

Claudio works at our office in Lakewood. He's been employed with Summit for 33.5 years.

Diego works in one of our Englewood accounts. He has worked with us for 9 months.

As of March 10, 2016, we have worked

59 Days

Without an OSHA Recordable Injury
Our longest Injury-Free stretch in 2015 lasted 101 days.
Let's beat that 2015 record!