

Scarlet & Gray

Issue 15

MONTHLY NEWSLETTER

October 2009



Proper Glass Cleaning

By Kevin Ripley

One of the first things visitors to our buildings see is the entrance glass. Dirty glass can leave a lasting impression. For this reason it is very important that it is done properly.

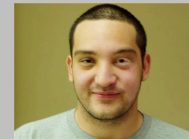
There are a few basic steps that need to be followed to get a good result. First, always start with a clean rag. A dirty rag may cause damage. Then fold the rag so that there are eight clean sides. Next, clean the inside glass. Flip the rag as often as necessary.

Make sure that you are always using glass or hard surface cleaner in properly labeled bottles. Never use disinfectant on glass. Always be sure to use a sufficient amount of cleaning chemical. Finally, buff the glass until it is completely dry. It may be necessary to repeat the process if the window is excessively dirty in the winter. Make sure windows and doors are secure after cleaning and window ledges are dust free.



Employee Profile

Guadalupe Franco



Where do you work? Finneytown School District or wherever needed.

How long have you worked for the company? 1 year.

What do you like about your job? I like the work environment and I feel the work I do makes the schools a better place.

What are your interests outside of work? I actually just joined the Marines and got sworn in at Paul Brown Stadium.

LETTER FROM THE PRESIDENT

Building Security

By Mark Cappel



Building security is very important to our schools. Though cleaning is our business, an unsecured building can have much more serious consequences. Every Scarlet & Gray employee must check doors both inside and out. It is not enough to just look and see if a door is secure, you must

pull on it to be certain. Often older doors do not catch or something is lodged in the threshold to keep them from closing properly.

As the winter sports season approaches, there will be more people in the buildings after hours. It is our policy to lock doors in areas that we are not cleaning in order to keep people out of classrooms and other restricted areas.

Making sure windows are secure is also very important. Open windows are not just a security matter but can also lead to energy loss. Another area for energy conservation is lighting. Make sure all lights are turned off as soon as possible and that only necessary lights are left on overnight.

Thanks,
Mark

From the SOPs Keys and Security

Each employee is responsible for the keys and the security in the areas in which they work:

- *Never leave your keys unattended, always have your keys on your person.
- *You are responsible for any rooms that you clean when you unlock doors and leave unattended.
- *Make sure you close all windows, turn off all lights, and lock all doors.
- *Report any strangers in the building.
- *Do not loose your keys!

