

RED RIVER  
SANITORS,  
INC.

# Clean Talk

OFFICIAL PUBLICATION OF RED RIVER SANITORS, INC.

## The Christmas Spirit

by E. C. Baird

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.

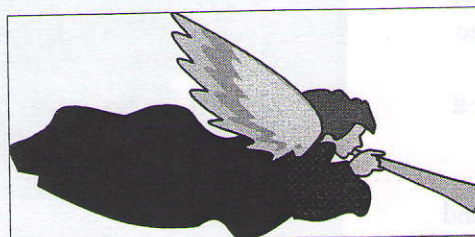
I cause the prodigal to pause a moment on his wild, wasteful way, and send to anxious love some little token that releases glad tears - tears which wash away the hard lines of sorrow.

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 wretched.

I am the Christmas Spirit!



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

## 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.

## Follow these Leaders Who Follow the Rules!

11/19/03 – Hazel Green who works at the Bank One Tower was approached during her shift to let some contractors into her area. She told the contractors no. The contractors told her they had important work to be done but Hazel would not budge. She then called the building manager who gave her the O.K. to let the workers into the building. Thank you Hazel for following the rules. Any person who needs in a building will have their own keys. Make sure you never let any non-authorized person into the building where you are working.

11/18/03 – After an inspection at Willis-Knighton Pediatric Clinic, it was reported that Wilma Cain was doing an incredible job. It seems that Wilma never misses anything at her building. From the air vents to the baseboards, everything seemed to shine. Her janitor's closet was in perfect shape with everything in its place. Thank you Wilma for taking the time and energy to follow the rules by keeping WK-Peds complaint free.

Both these ladies need to call the office they have each won \$25.00!

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Dec. 10, 2010

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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.



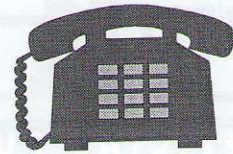
**Do You See The Problem?**



**Proper Storage  
of  
Spray Bottles!**

Don't take the risk, always secure your spray bottles in the caddy. 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.

## 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 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**





## Clean Closet Award

### Minden Food Stamp Office Wins!

The winner of this weeks Clean Closet Award is Ms. Carla Key. Carla was nominated for this award by Bill Daniels. Carla won for her closet at The Minden Food Stamp Office. Carla is doing a great job of keeping her closet in good condition and is doing a super job keeping the account looking good.

Congratulations Carla! We all know how hard it is to keep the account looking good. We appreciate all of your hard work.

Each pay period Area Supervisors check the appearance of every accounts custodial closet. They check for the following things:

- \*They check the equipment to see if the vacuum bags have been emptied.
- \*Vacuums are clean and polished.
- \* Mops and wringers are cleaned and rinsed.
- \*The sinks are scoured and the closet floor is swept and mopped.
- \*They check to see that all containers of chemicals are clearly labeled with the proper HASCOM labeling.
- \*The MSDS books are checked to see if there is a sheet for each chemical that is used in that particular account.

The winner of the Clean Closet Award receives \$25.00 cash. As with all of our contests, the winner must call or come by the main office within two (2) weeks of this newsletter to claim their prize.

## Supervision....You Get What You Give

### Deliver More Than You Promise!

BEING DEPENDABLE is important, not only to the people you work for but also to the people who work for you.

One of the best ways to win respect is to be known as a person whose word is good, always.

Promises are easy to make, sometimes hard to keep. It's bad business to make them lightly. The manager to whom you've blithely promised improved results will not forget it quickly if you fail to produce. Neither will the employee whom you've led to expect a pay raise you couldn't deliver.

Why are we all so quick to make promises? Probably because it's so simple to do. Promises are a quick, easy, and painless way to motivate people, to get them to do what we want. Eventually, however, the time comes when we have to make good. That's when difficulties show up.

Actually, there's nothing wrong with making promises—provided you observe a few precautions:

\*How sure are you that you can deliver the goods? Overly optimistic executives sometimes get carried away and promise things they don't fully control. Managers who promise to promote a person, for example, ought to first make certain they

can obtain the required approvals. Their intentions may be the best, but what if higher-ups won't go along?

\*Do you honestly intend to keep your promise? Under everyday pressures, it's easy to promise people something, then forget all about it and assume they will too. Unfortunately, they won't. More than likely, they'll be thinking about it constantly. If you want to avoid repercussions, you had better not stop thinking about it either.

\*Are you particularly careful not to mislead people? Good managers aren't reluctant to talk to their people about their future prospects. But they're realistic when they do—they don't create false hopes by painting too rosy a view.

\*Do you make a practice of delivering all that's promised? Forcing people to settle for something less than they've been led to expect leaves a bad taste. If you want their continued cooperation, always settle in full, however inconvenient or painful you may find it.

Make promises to keep. If there's the slightest possibility you might not be able to, don't promise!

Deliver more than you promise, rather than promise more than you can deliver.

## W-2 Information

You will receive your W-2 form for tax purposes by January 31, 2011.

**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 Stacey the main office.

**Stacey's direct number is 318-759-0044.**



# YOUR SAFETY ATTITUDE



You've been getting advice about safety for years. You've listened to it with one ear, but maybe you never thought about it much. Deep down, you may even think *"It can't happen to me."* Then, your buddy Jack (who's in a hurry to finish a job), has a serious accident. It costs him his hand.

The accident affects everyone - - especially you. You can see what it means to Jack - - physical pain, emotional shock, lost income... he'll have to train for a new job, and his wife may have to work longer hours. Things are going to be tough for him and his family for a long time. After the accident, you notice your attitude at work has really changed. You make a point of staying alert. You're more willing to take suggestions that might protect you.

Why wait for this story to become real? A positive attitude toward safety will pay off in countless ways - - saving you money, keeping your job, even saving your life. Why wait until you lose something precious before you realize how easy it would have been to save it?

Your attitude toward safety is a habit that affects everyone where you work and at home. We can always think of excuses for not acting with safety in mind, but in the end, it makes a lot more sense to have a positive attitude toward safety.



**A good attitude is a habit. The Five steps for developing a good safety attitude:**

1.  
**Focus on the Task or Job at Hand!**
2.  
**Do the Job right!**
3.  
**Use your mental Muscle!**
4.  
**Take Responsibility!**
5.  
**Know the risks of unsafe tasks!**

**Many accidents can be avoided by just taking extra time and care, by wearing and using the right equipment, and by following safe practices. There is no reason to pay the high cost of**