

# HAPPY NEW YEAR!!

### HAPPY BIRTHDAY

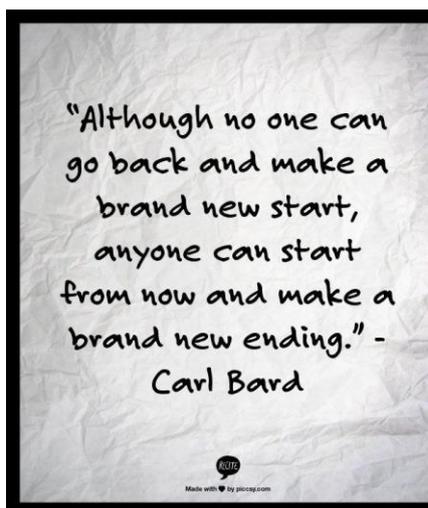
This month, please help us in celebrating the birthdays of Jung Hyun Kim, Kara Van Gend and Carlos Alberto! We wish you all a fantastic birthday!



### MESSAGE FROM THE MANAGEMENT TEAM

We hope you had a wonderful time over the holiday season and we welcome you to 2016!

We are thrilled that the New Year is upon us and are looking forward to the exciting adventures and opportunities that the year has installed.



### HOUSE KEEPING

Listed below are some important notes/dates to be aware of:

- Site addresses should not be recorded on key rings;
- You are only to clean on assigned cleaning days provided by Grubless – cleaning days are not to be changed and cleaners are not to change without authorisation first;
- Notice of change of cleaner due to illness or other must be given to Grubless ASAP.
- Please ensure you sign on for all jobs. Attendance Log Sheets are located in Site Manuals on site.
- You need to have your invoices in by the 7th of each month;
- Check what stock each of your sites require and have your stock orders in by the second Friday of every Month along with any Monthly Audit Reports required;
- On the 15<sup>th</sup> of every month empty and clean all sanitary bins required;
- Should you be advised of any Areas of Improvement to be carried out, the areas requiring attention must be attended to, by the end of your next clean.
- Please ensure Grubless uniforms along with black shorts/pants and closed in shoes are worn on all Grubless direct sites only;
- Please ensure that any extra work carried out on any of your sites, that is out of your standard cleaning for the month, be noted via email to [admin@grubless.com.au](mailto:admin@grubless.com.au);
- Please ensure MSDS Sheets are kept in your car at all times as you must always have them with you.

