

### MESSAGE FROM THE MANAGEMENT TEAM

The first half of the year has come and gone quickly! As we approach the end of the 2015/16 financial year, we begin to look forward to what the remainder of the year has in store. We are excited for the future and thank each and every member of our team for your dedication and hard work.

### BIG WELCOME



As many of you will know, we have welcomed Shaun Atwell on board our team. Shaun comes with a wealth of experience in the Commercial Cleaning industry and we are delighted and grateful to have him as Operations Manager!



### HAPPY BIRTHDAY

This month, please help us in celebrating the birthdays of Robena Yatow, Tima Cooper, Ashley Newton and Tracy Thomsen! We wish you all a fantastic birthday!



### CONTRACTOR OF THE MONTH!

Please help us in congratulating Donghyeok Lee for being the Contractor of the Month! Thank you for the excellent services you continue to provide to Grubless. We hope you enjoy your gift!



### 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.