

### MESSAGE FROM THE MANAGEMENT TEAM

Over the past few months, we have been working hard reaching out to potential new clients. We are excited about all opportunities to expand our client base and be able to provide them with our exceptional level of services and fantastic customer service.



### EMPLOYEE OF THE MONTH!

Please help us in congratulating Shaun Atwell for Employee of the Month! We would like to thank Shaun for his professionalism, dedication and hard work! We hope you enjoy your gift!



### BIG WELCOME

This month we have welcomed back Mike Van de Klashorst to our team! Mike worked for Grubless as a manager and cleaner in our early years and then he managed his own business for the last 6 years. Mike has come on-board as our Area Supervisor so please help in making him feel welcome!



### HAPPY BIRTHDAY

This month, please help us in celebrating David Thomsen's birthday! We hope you have a wonderful day!



### 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.