



In the Gutter



May/June 2018

MGI Newsletter

WELCOME:

MGI Website Refresher:

1. Login to: www.michigangutters.net
2. Scroll to the bottom and click "Employees"
3. Username: mg-staff
4. Password: mgiisthebest
5. Employee Tab is at the Upper Right Corner where you find:
 - *Vehicle Checklist
 - *Equipment Defect Report
 - *Employee Schedule
 - *Request Time Off
 - *Clothing Allowance Form



June Birthdays

None

July Birthdays

Jay —7/3

Ronda— 7/12

August Birthday

Lalo—8/24



MGI Anniversary 's

June

Kristy—6/21/17—1 year

Josh—6/28/17—1 year

Nick—6/10/13—5 years

Craig—6/13/17—1 year

July

Eli—7/16/13—5 years

Sean—7/17/17—1 year

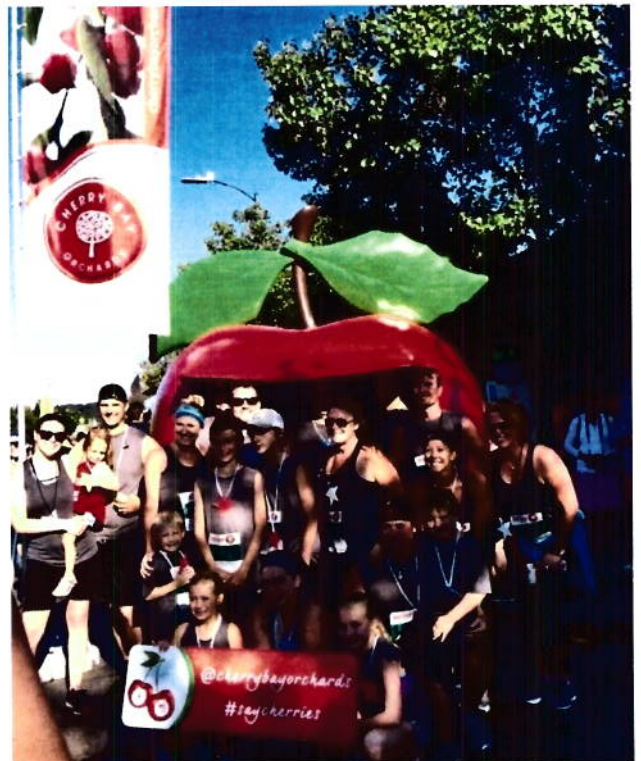
August

Blake—8/7/14—4 years



**MGI Placed
2nd Place
in the
5K Cherry
Festival Race!**

**Congrats to
all that
participated!**



**Safety Training
Heat Exhaustion**

MGI Gutter Standards

**Listed below our basic MGI Standards for our installations. There can always be situations that may change the standard of the installation.*

Drain tile to be installed below the frost line about 6"-12" below grade. (Top no lower)

- Drain tile should be pitched and exit lower than the boot (ALWAYS with a pop-up or grate)
- Try to keep minimal black showing, in most instances boot should be installed less than a foot from grade.
- Extrude largest piece of gutter for job first to ensure material is used to its fullest. Load small coils as well
- When installing cover test the lowest pieces first to see if F-channel is needed, If F-channel is needed it should be used for the whole run. This will ensure that shingles won't get lifted or damaged. "Old" 3 tab shingles always use F channel for cover
- Use basic screen or larger mesh screen in valley's with armour guard (6"-9" each way of valley)
- Downspout extensions should be installed about 1.5-2ft based on grade to get water away from house* Cut 45 degree on extension. Keep extension elbow end lower to ground.
- Internal gutter brackets no further than 16"-18" apart
- Vampires always to be installed under shingle with a flat headed fastener (Spacing) between 24"-26"
- Strip flashing "always" needs to be added, if gutter drops below drip edge. Needs to be color of gutter or fascia.
- "Anytime " , drain tile is installed by M.G.I and gutter has no cover a strainer need to be installed, but make customer aware.
- If fascia is:
 - * Angled: - installed with t-wedge or roof strap.
 - * Angled stepped - installed with t-wedge or roof strap.
 - * Stepped (over 2")-installed same way as plum application.
- Stepped (under 2") - on upper step using t-strap or vampire for reinforcement
- If needed can hang on lower step but should be at least a 6" gutter, always flash from drip edge down!!!
- To ensure that gutters drain properly, make certain they slope ($\frac{1}{2}$ inch for every 10 feet) toward a downspout. For gutter runs longer than 40 feet, it's best to pitch the gutter down from the middle to a downspout at each end.

This is a work in progress and will be continuously updated

PUNCTUALITY AND ATTENDANCE POLICY

Employees are hired to perform important functions at Michigan Gutters Inc.. As with any group effort, operating effectively takes cooperation and commitment from everyone. Therefore, attendance and punctuality are very important. Unnecessary absences and lateness are expensive, disruptive and place an unfair burden on fellow employees and Supervisors. We expect excellent attendance from all employees. Excessive absenteeism or tardiness will result in disciplinary action up to and including discharge in addition to loss of any bonus compensation for that period.

Absences and Tardiness

Pre-scheduled times away from work using accrued vacation, holiday, and approved time off requests are not considered occurrences for the purpose of this policy. Any absence or tardy that takes place on a day you were scheduled is an occurrence, this includes weekend, overtime, and optional shifts that you have committed to. Every Monday the schedule will be posted for the following week. All requests must be submitted before this day to avoid occurrences.

An **absence** occurs when an employee misses more than three hours of work within a normal workday. An absence of up to 3 days due to the same illness, injury or other incident will be counted as one occurrence for the purpose of this policy. After 3 days a doctor's note would be required to not accumulate another occurrence. No other additional occurrences will be documented based on the time off allowed by the doctor.

A **tardy arrival, early departure or other shift interruption** is considered a one-half occurrence. On occasion and with prior approval of the supervisor, an employee who is tardy may adjust that day's schedule to work an equivalent amount of time at the end of the shift, and a one-half occurrence will not be counted.

Arrival and departure times will be determined by your punch in time on t-sheets. You must be on-site to punch-in or out unless prior authorization by the CEO or HR Manager. An employee is considered late if he or she reports to work more than ten minutes after the scheduled starting time; an early departure is one in which the employee leaves before the scheduled end of his or her shift unless due to inclement weather.

If an employee is scheduled to work overtime or is scheduled to work out of town, the same rules apply and an occurrence will be charged as noted above.

Time off Requests

(still subject to approval based on amount of people that have requested off)

<u>WORK WEEK</u>	<u>DATE SCHEDULE WILL BE POSTED</u>	<u>TIME OFF REQUEST MUST BE SUBMITTED BY</u>
07/02-07/07	6/25/2018	6/24/2018
07/09-07/14	7/2/2018	7/1/2018
07/16-07/21	7/9/2018	7/8/2018
07/23-07/28	7/16/2018	7/15/2018
07/30-08/03	7/23/2018	7/22/2018
08/06-08/11	7/30/2018	7/29/2018
08/13-08/18	8/6/2018	8/5/2018
08/20-08/25	8/13/2018	8/12/2018
08/27-09/01	8/20/2018	8/19/2018
09/03-09/08	8/27/2018	8/26/2018
09/10-09/15	9/3/2018	9/2/2018
09/17-09/22	9/10/2018	9/9/2018
09/24-09/29	9/17/2018	9/16/2018
10/1-10/6	9/24/2018	9/23/2018

**Visit the MGI Website for Time Off Requests and to view your
Work Week Schedule!!**

Welcome New Staff:

Zach Riffle

Zach is 21 yr old graduate from Mesick Jr/Sr High. He has a puppy named Koby. Hobbies include playing basketball, fishing and building various things. Zach is the oldest of 3 kids and possibly the tallest standing at 6'4". WELCOME to our MGI Family Zach!!

Ben VanZale

Ben is a graduate for TC West and is from Traverse City. He is single with no children that he is aware of :) Ben likes to hunt and fish and cares for dogs more than people. Welcome to our MGI Family Ben

Elbow Machine

We now have our very OWN elbow machine. Rob is working diligently on mastering this new piece of equipment. Keep in mind that we can make not only standard elbows (2x3, 3x4, and Round) but custom elbows and offsets as well. The machine uses downspout to make these elbows. Keep this in mind in the occurrence you are short an elbow or need some custom elbows for your installation! In the future we hope to be making most of our elbows as well!

Locking UP:

It is essential that we lock the gate and the door when leaving. If you are unsure if you are the last one LOCK IT ANYWAY. The current code to the door is 3000. Everyone will have their own codes soon. There have been a couple mornings the doors have been left unlocked.

White Boards:

White Boards are now on the trucks to help make sure you have everything you need for the day! If you run out of "staple" items please write it on the board so Rob can order/load it for you. Any note that would be essential to Rob or the next crew to be aware of can be written on the board. This is a great way to communicate!

New Cleaning Evaluation Form

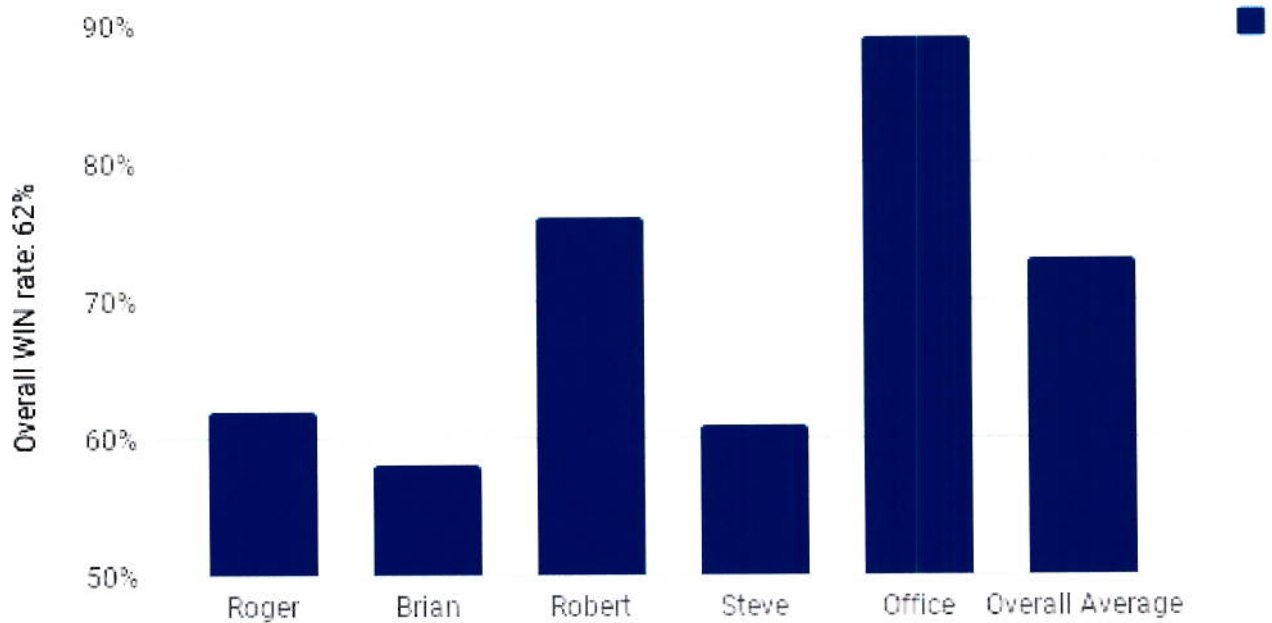
You will notice that we have an actual evaluation form as our wib for all gutter cleanings. This is put in place to pass along to the customer in addition to job cost, so please be diligent in taking useful notes as these are passed right along to the customer.

Also take the opportunity to provide feedback that would benefit our customers. Additionally, make notes of your recommendations so we can send an estimator or bid from your notes if appropriate :)!

This is a great customer service piece that we are excited to offer to our customers and generate more sales!

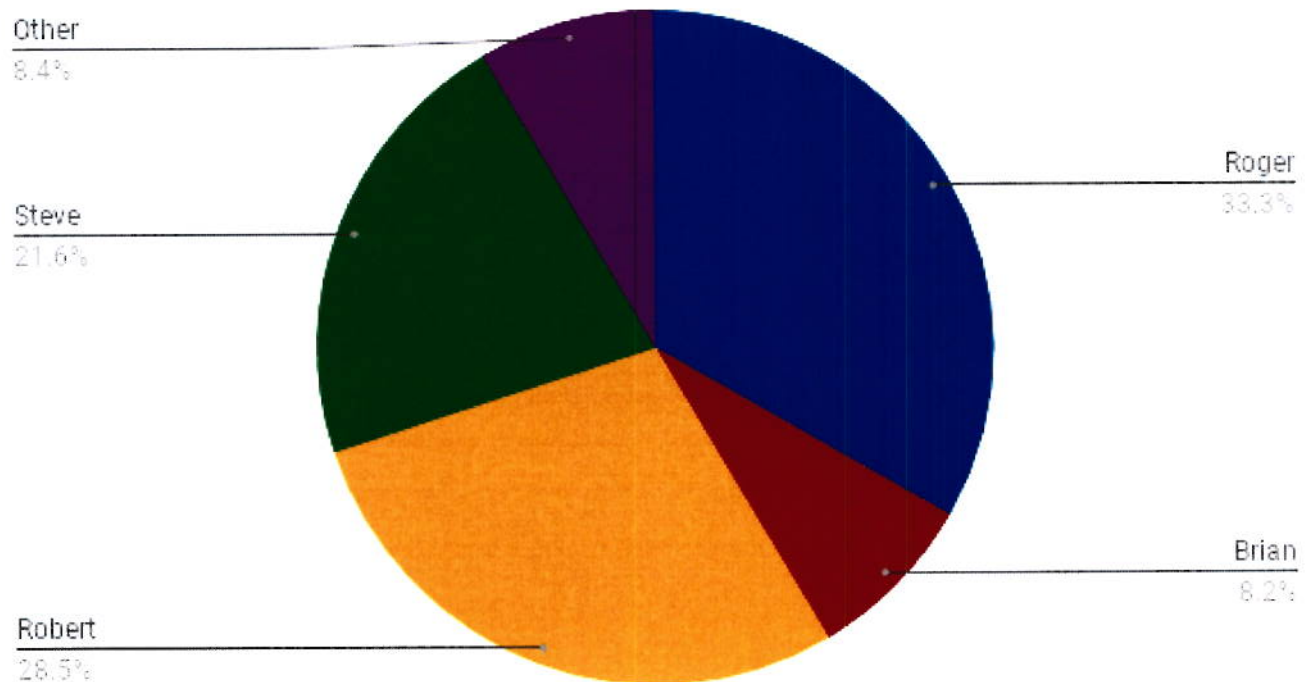
May 2018

Sales Team CLOSE Rate - May



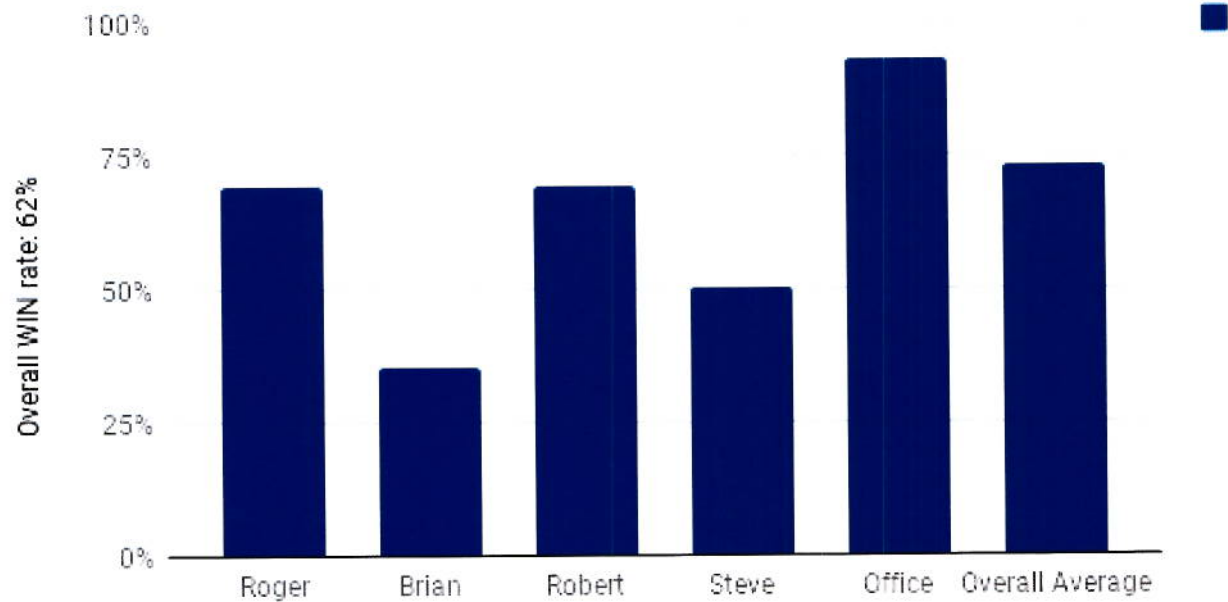
Sales Graph WIN % for May

May Installed Sales



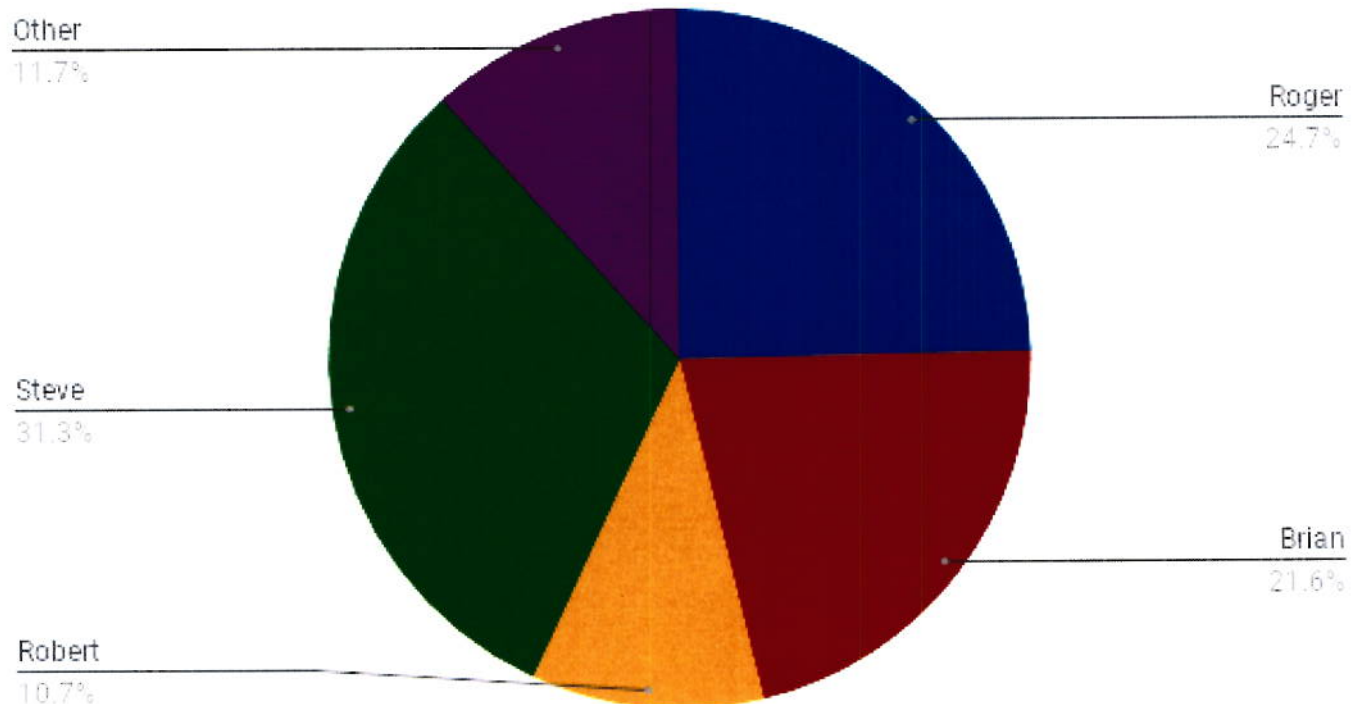
June 2018

Sales Team CLOSE Rate - June

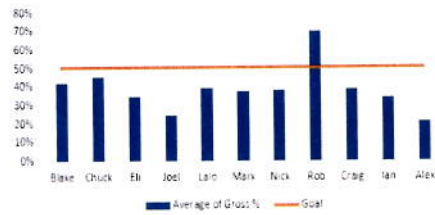


Sales Graph WIN % for June

June Installed Sales



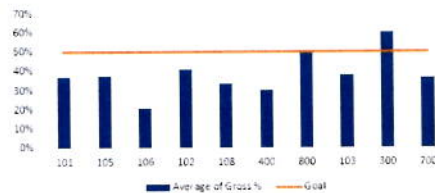
May 2018 Lead Average Gross % & Goal



Lead	Blake	Chuck	Eli	Joel	Lalo	Mark	Nick	Rob	Craig	Ian	Alex	Grand Total
Average of Gross %	42%	45%	35%	25%	39%	37%	38%	70%	38%	34%	21%	37%
Goal	50%	50%	50%	50%	50%	50%	50%	50%	50%	50%	50%	50%

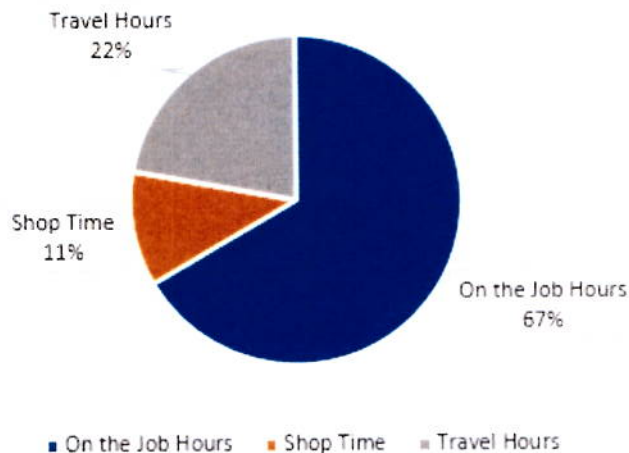
101	Standard Gutter System
102	Cleaning
105	Stnd Gutter w/ protection
106	Gutter Protection Only
108	Service Call
110	Standard Gutter w/heat
300	Specialty Gutter AL
400	Specialty Gutter Copper
103	Repairs
700	Underdeck
800	Drain Tile Only

May 2018 Class Average Gross % & Goal



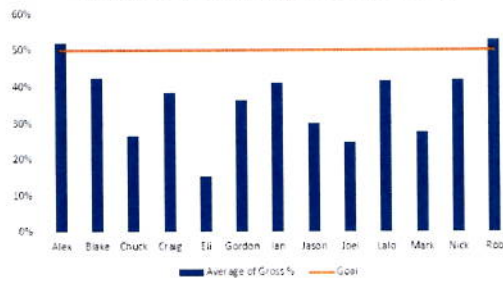
Class	101	105	106	102	108	400	800	103	300	700	Total
Average of Gross %	37%	37%	21%	41%	33%	30%	51%	38%	60%	36%	37%
Goal	50%	50%	50%	50%	50%	50%	50%	50%	50%	50%	50%

May 2018 Hours



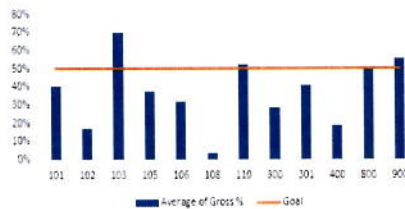
May gutter length & color	
Color	Sum of Gutter Length (ft)
Almond	37
Almond A/R	36
Almond Cream	174
Black	560
Clay	149
Copper	190
Coppertone	53
Dark Bronze	71
Dark Grey	24
Galvalume	32
Grecian Green	308
Herringbone	57
Ivory	66
Light Bronze	102
Musket Brown	698
Norwood	208
Olive Green	104
Pearl Grey	215
Royal Brown	464
Sandstone Beige	70
Scotch Red	53
Terratone	42
Tuxedo Grey	41
White	6790
Wicker 712	259
Woodland Green	139
Grand Total	10942

June 2018 Lead Average Gross % & Goal



Lead	Alex	Blake	Chuck	Craig	Eli	Gordon	Ian	Jason	Joel	Lalo	Mark	Nick	Rob	Grand Total
Average of Gross %	52%	43%	26%	38%	15%	36%	41%	30%	25%	42%	28%	42%	53%	34%
Goal	50%	50%	50%	50%	50%	50%	50%	50%	50%	50%	50%	50%	50%	50%

June 2018 Class Average Gross % & Goal



101	Standard Gutter System
102	Cleaning
105	Stnd Gutter w/ protection
106	Gutter Protection Only
108	Service Call
110	Standard Gutter w/heat
300	Specialty Gutter AL
400	Specialty Gutter Copper
103	Repairs
700	Underdeck
800	Drain Tile Only
301	Specialty Gutter AL w/ protection
900	Custom Gutter Installation

Class	101	102	103	105	106	108	110	300	301	400	800	900	Grand Total
Average of Gross %	40%	17%	70%	38%	32%	4%	52%	28%	41%	19%	51%	56%	34%
Goal	50%	50%	50%	50%	50%	50%	50%	50%	50%	50%	50%	50%	50%



June Gutter and Color Installs	
Color	Sum of Gutter Length (ft)
Almond a/r	257
Black	44
Black/Galvalume	146
Clay	555
Clay/Black/White/Linen/Musket	106
Copper	72
Copper Paint	163
Coppertone	113
Dark Bronze	730
Dark Grey	380
Galvalume	191
Grecian Green	143
Herringbone	66
Light Bronze	366
Linen	110
Musket Brown	281
Norwood	45
Pearl Grey	410
Royal Brown	70
Sandy Beige	138
Scotch Red	102
Shell	152
White	7269
White/Copper	176
Wicker 713	166
Woodland	202
Grand Total	12453



May 2018

Blake!!

Scott Park Job

He won \$40.00 to

Peegeos

"Friendly &

Knowledgeable "

Extra Shout outs:

***Carrie, Jason, Sean** also for the Scott Park Job

Jason for the Frost job

"I am so grateful to the company and intend to write a glowing review on google this morning ! "

***Eli and Seann: Norton job**

"Installers did a FANTASTIC job!! Glad they went with MGI !"

Lalo for the Brewer job

"Professional, quick, polite, hard worker. Very pleased "

For the Noland job

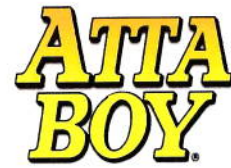
Sean & Mark for the

Harding job

"Guys did a great job! "

Craig for the

Gardner job



June 2018

Eli!!

Goldman Job

He won Tubing Trip for 4

"Thank you for the great job on our gutters! rob was terrific to work with and the team you sent to do the work were friendly, professional, and competent! i also enjoyed learning about pudding stones from one of them. thanks again"

Extra Shout outs:

***Rob, Lalo, Ben, Seann** also for the Goldman Job

"Thank you for the great job on our gutters! rob was terrific to work with and the team you sent to do the work were friendly, professional, and competent! i also enjoyed learning about pudding stones from one of them. thanks again"

***Lalo** for the Gregoskey job

*"Thank you and Lalo for his excellent work cleaning our existing gutters and adding screen to our front entrance gutters. Lalo arrived first thing in the morning. He was very pleasant and sincerely interested in doing exactly what we wanted. After he confirmed our order he got right to work. Lalo was conscientious, thorough and responsible. We appreciate he cleaned up after the work was done! Please extend our sincere thank you to Lalo for us. Sincerely, Monica and Steve Gregosky
"Installers did a FANTASTIC job!! Glad they went with MGI !"*

Lalo & Chuck for the Ford job

"Every single person that she dealt with was professional and polite. Enjoyed working with our company and was beyond impressed. Crew was exceptional. "