

In The Gutter



January 2018 MGI Newsletter WELCOME



2017 New Staff

Heather Alexander

Kristy Konz

Lalo Garcia

Tiffany Hargrove

Ian McKerchie

Joshua Meyers

Ryan Milligan

Seann Springstead



January Birthdays

Mark Bagwell

Jan. 31st



MGI Anniversary

Ronda Ulatowski

4 years of service

EXCITING THINGS ARE HAPPENING

E-Commerce Site

Rain Water Solutions is in the making!!! What does this mean? We will soon have a website to sell gutter products direct and water control packages to contractor's and DIY customers. There is a lot of activity behind the scenes to making this happen. Heather will have a leading role in managing this site and production. The new website is gutterparts.com and is currently being developed. Through this site consumer's will be able to purchase engineered gutter systems.

Gaylord Location

As some of you may have heard we have finalized the purchase of Michigan Gutters North which is located in Gaylord. Currently half the space is rented to a mechanic Nedd's Auto with the remaining space to be utilized for Michigan Gutters. We anticipate running one crew this spring out of this location. Anyone interested in operating out of this location in Gaylord please contact Steve. Brian will also be operating out of this space in the back office in an effort to increase sales in the Northern Region. We are excited for this opportunity!!!!



December 2017

CHUCK!!

(for the Spranger Job)

Shout outs:

*Blake & Ian (Margelis job)

*Joel & Lalo (pushed a stuck car)

*Rob (Patrick job)

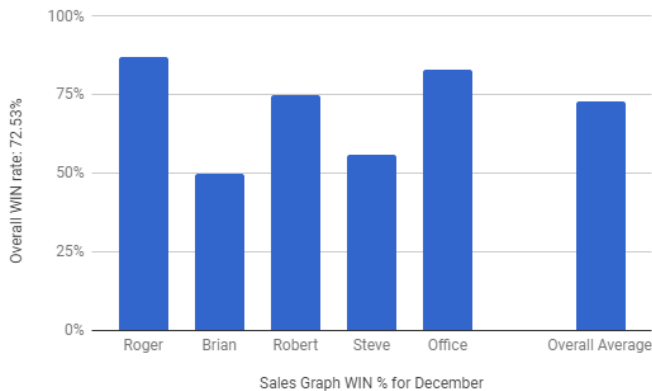
*Alex (Skeba job)

*Nick (Spranger job)

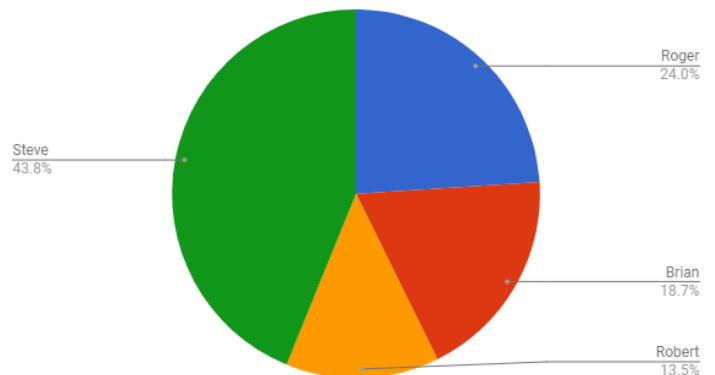


Sales Report

Sales Team CLOSE Rate



December Sales



Efficiency Report

Top 5 jobs so far this year

We would like to give an extra **HIGH FIVE** to these installers for the great efficiency ratings on these jobs!! What is an efficiency rating (ER) ?
 The difference between what was invoiced and the cost of the job (including all labor, material, and travel)! We have a current goal of a 45% gross percentage and \$45/Hour per job.

Why is the ER important?

Jobs that meet these ratings allow for MGI to grow and for MGI to have it's needs met!

- New trucks
- New Trailers
- Nicer Equipment
- Higher wages and better benefits
- Funds to grow business for more positions for promotion
- Pays the bills :))

Factors that improve the ER!

- Limited shop time
- Limited travel time
- All items installed estimated for
- Clear instructions to crews
- Quantity and Quality in a short amount of time
- No extra stops
- All materials available and loaded

Job Name	Gross %	Dollars per Hour	Installer	Installe r
Theophilus	67%	\$23.29	140	113
Myles	62%	\$40.00	105	124
Pathway Homes: 2053 Hayfield Drive	61%	\$39.65	110	124
Desantis	60%	\$22.08	121	113
Emerald Hills Condo Association	60%	\$30.00	124	139



Hard Hats

Safety is the #1 concern on the job. Approximately 120,000 on the job head injuries occur each year, and nearly 1,500 of them are fatal. Worn properly, a hard hat provides two types of protection. Its hard shell resists penetration by sharp objects. And its suspension system lessens the consequences of a localized blow by distributing the force over a broader area. OSHA requires anyone who could be struck by a falling object to wear hard hats. Anytime work is being done on a project, a hard hat should be worn when on the ground. Roofing, siding, and gutters all present a falling object hazard, so hard hats are a must when someone is positioned below any of these types of work. This includes a roofer who is positioned slightly below another roofer on the same slope. It is recommended that a hard hat be replaced at least every 5 years.



Shell Inspection

Regardless of the material, shells should be inspected routinely for dents, cracks, gouges, and any damage due to impact, penetration, abrasions, rough treatments, or wear that might reduce the degree of protection originally provided. Degradation of thermoplastic material may be apparent when the shell becomes stiff, brittle, faded, dull in color, or exhibits a chalky appearance. A hard hat should be replaced at first sign of any of these conditions.

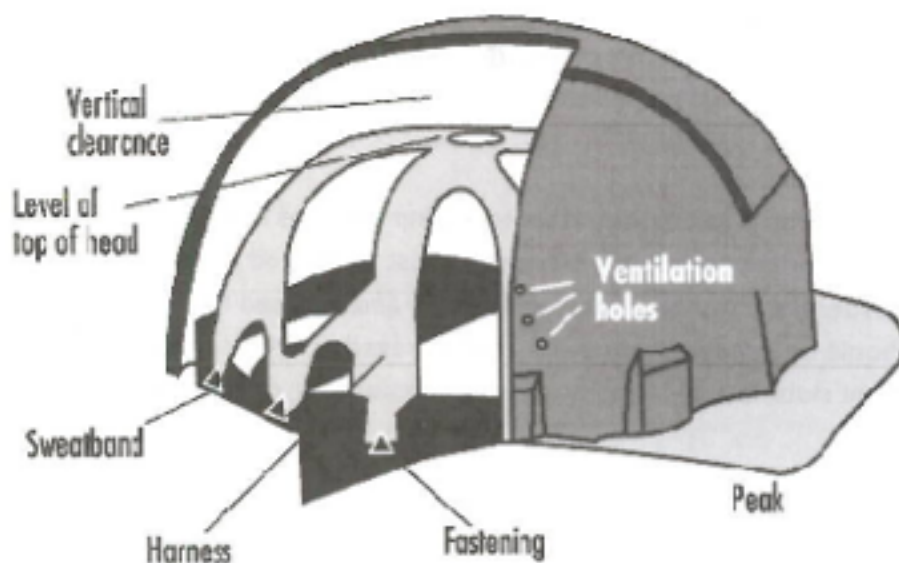
Suspension Inspection

The hard hat suspension is just as important to worker safety as the shell. The suspension actually helps to absorb the shock of a blow, so it must be in good condition at all times. Like the shell, the suspension must be inspected regularly and replaced from time to time. Suspensions should be inspected closely for cracks, frayed or cut crown straps, torn headband or size adjustment slots, loss of pliability, missing components, or other signs of wear.

Here are a few DOs and DON'Ts regarding the use and care of your hard hat:

- **DO CLEAN** your hard hat as needed, using a mild soap and water solution or other solution recommended by the manufacturer.
- **DO STORE** your hard hat as recommended by the manufacturer, which means keeping it out of the direct sun (like on the back dash of your car) and out of areas with high heat (like in the car trunk) while you're off the job.

- **DO INSPECT** your hard hat shell and suspension for damage and deterioration every day before use, as well as after any event that may affect its integrity (such as being struck by a falling object or crushed).
- **DO REPLACE** your hard hat shell or suspension when it shows any signs of damage or deterioration.
- **DO NOT PAINT** your hard hat. Hard hat manufacturers typically forbid using paints because they can degrade the strength of the hard hat shell, making it easier to break.
- **DO NOT USE SOLVENTS** to clean your hard hat. Just like with paints, solvents can also degrade the strength of the hard hat shell.
- **DO NOT ALTER OR MODIFY** your hard hat. Drilling holes and/or inserting screws in your hard hat so you can add attachments (or for any other reason) can weaken the shell of your hard hat, and can also allow electrical current to pass through.
- **DO NOT WEAR YOUR HARD HAT BACKWARDS** unless specifically approved by the hard hat manufacturer and your employer.
- **DO NOT WEAR A BALL CAP OR TOBOGGAN BENEATH YOUR HARD HAT.** Doing so could interfere with the suspension and shell, which work together to reduce the force of an impact. Cold weather liners approved by the hard hat manufacturer are available.





Purchase Order Policy

All purchases must be assigned a PO number and approved through the office manager prior to purchase. If the total amount is to exceed \$50, the Operation's Manager must also approve purchase. If the total amount is to exceed \$300.00 the CEO or VP is to all approve purchase.

Who is purchasing, what is being purchased, and where the items are being purchased need to be called in to receive a PO number.

Purchase Order Procedure

When items are needed for purchase, to include low stock items, tools, equipment, and installation material - Write what is needed with a deadline date on the whiteboard for the Operations Manager to purchase.

Fill out a tool allowance form (Form 1I) if there is something you need that you would like to use your tool allowance for. Submit this form to the Operation's Manager for purchase. He will get a [PO at purchase](#).

Operations Manager is to ensure all needed material is supplied to crews.

In the case the Operation's Manager is unable to purchase the necessary items, another crew member may request a PO.

The Steps of a PO:

1. Call into Office for PO number and approval. Purchaser must list who, what (specifically), and where the items will purchased. Upon approval the Office Manager will provide a PO number to write on the receipt.
2. The PO will be printed by the day's end and placed in the box. Purchaser must attach receipt to the PO. Purchaser need to make sure PO number is written or printed on the receipt.
3. If the purchase is something that is being ordered and shipped the PO will be in a "Waiting on Order to Arrive" box. WHOMEVER receives the shipped item is to attach the packing slip to the PO and confirm everything on packing slip is in the delivery by checking off each item on the packing slip.
4. The only orders in the "Waiting on Orders to Arrive Box" should be orders that have been ordered but have not been delivered.
5. Designated office staff will review PO's and receipts. They will confirm that the receipt and the PO match and then provide to A/P and file copies in the drive.
6. A/P will enter the receipt into the system under the proper accounting item to be reconciled at month's end and filed with that month's receipts.

EVERYTHING WIB

WIB How To

Enter Start AND End Mileage. Each WIB you fill out should have a start and end. Start is the mileage you are at when you leave for the job and end is the mileage that you are at when you arrive at the job or back at the shop if it is the end of the day.

Enter employee numbers in the yellow boxes. Each employee number goes in ITS OWN box. If there are 3 guys on the job, 3 boxes should be filled out. If you don't know your number, ask and we can give it to you.

Enter Employee # in highlighted boxes

Mileage Day 1 Start					
Mileage Day 1 End					
Mileage Day 2 Start					
Mileage Day 2 End					
Mileage Day 3 Start					
Mileage Day 3 End					
Mileage Day 4 Start					
Mileage Day 4 End					
Total Mileage	0				
Day 1				Travel Time	Total Hours worked
Date					
Time left for job or Shop (if first job of day)					
Job Arrival				0:00	
Job Departure					Day 1
Punch Out Time (if last job of day)					00
Total Hours on job	0:00:00	0:00:00	0:00:00		
Day 2					
Date					
Time left for job					

*** Each column should be filled out for each employee working that day. If any adjustments need to be made, for additional days or number of people on the job, let Heather know so she can make the adjustments for you. All WIBs must be filled out COMPLETELY for all work completed. If you have questions or are unable to fill out the WIB let Heather know so it can get taken care of.

WIB Updates

A word from Heather...(Invoicer)

Why do we WIB?

1. Job Costing

You will start seeing a new field when filling out the WIBs I have added a punch-in time field as you can see below. This should only be filled out for the first job of your day to account for shop time. Also, I have added a place for you to enter the meter readings off of the steamers for the beginning and end of jobs. I included a picture of that too because I know you are all just super curious to see it. Please let me know if you have any questions! Thank you all for being awesome!!

Heather

Ice Steaming							
Ice Steaming Fuel by hour	per Hour						0.00
Ice Steaming Set Up (First Hour) Labor	Per Hour	250.00					0.00
Ice Steaming Additional Labor Hours	Per Hour	150.00					0.00
Show Shoveling	Per Man Per Hour	100.00					0.00
Please include steamer meter reading from the start and the end of the job. If you have to use an alternate steamer, put that in a separate box but include only start and end numbers.							
Steamer Meter Reading		Start		End			
		Start		End			

WIB Steaming

Enter Employee # in highlighted boxes

NEW
In addition to making sure all times are entered, please be sure to include your punch-in time for your **first job of the day** so we can account for morning shop time. This is not necessary for all jobs, just the first one.

Total Mileage					
Day 1				Travel Time	Total Hours worked
Date					
Punch In Time (for the day) shop time					
Time left for Job					
Job Arrival					
Job Departure					
Punch Out Time (if last job of day)					0:00:00
Total Hours on job	0:00:00	0:00:00	0:00:00		

WIB Punch In Time



Joel Ramos is 2017 MGI Gutter Man of the Year!!



MGI 2017 Crew

