

# "In the Gutter"

## -Monthly Safety Training-

This month we will be covering safety while sharing the road with cyclists. As all of you surely know there are a large number of people in our community that participate in cycling. While at times their presence on our roadways is frustrating it is important to remember that they have the right to utilize our roadways as much as any motorized vehicle. It is important to exercise caution and be informed of the laws associated sharing the roadways. This ensures your safety, the safety of those cyclists and safeguards MGI from any sort of liability or legal manner. Please follow the links below to ensure you are informed of the rules and regulations.




**Michigan Bicycle Laws**  
Reference Guide for Law Enforcement Officers

## MGI Athletics

### MGI Sponsored Cherryfest 5k - July 10th

It's back and we are ready to go! Last time MGI had several top 10's in their age groups and several that enjoyed the morning walk! Traverse Benefits is sponsoring the first 20 participants. MGI will sponsor those beyond the 20. SIGN UP TODAY!!!! Click the link below and be sure to join the Michigan Gutters Team. You should not be charged. The code is Mgi12345

Michigan Gutters: 

MGI Soccer showed great heart and grit during a great first season!

Get out and support MGI softball every Thursday night!!

We are under a month until the race starts. Joe is competing for the 13th time and going for his "Iron Paddler" 10th finish! Click the image to learn more!



**Michigan Gutters Inc.**

## -Birthdays & Anniversaries-

### June

(6-4-21) Andrews Birthday

(6-11-21) Zachs Birthday

(6-21-21) Kristy Celebrates 4 years of service @ MGI

(6-24-21) Ronda celebrates 5 years of service @ MGI

### July

(7-2-21) Chris Celebrates 2 years of service @ MGI

(7-3-21) Jay's Birthday

(7-6-21) Mitch Celebrates 1 year of service @ MGI

(7-12-21) Ronda's Birthday

(7-16-21) Eli Celebrates 8 years of service @ MGI

(7-29-21) Craig Celebrates 2 years of service @ MGI

(7-31-21) Zach celebrates 2 years of service @ MGI



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*Atta Boys*  
*&*  
*New Faces*

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**Michigan Gutters Inc.**

May “Atta Boys”

Ryan Job: Zach & Andrew

Carlson Job: Roger

Steffes Job: Chris & Bryce

May “Atta Boy” Drawing Winner: Zach Leonard

-New Members of the MGI Team-

Welcome Matthew Gelles to our install team!

Welcome Brandi Mikowski to the office staff!

**-MGI Getting Organized With Inventory System-**

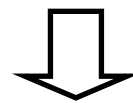
As all of you have seen Mike has been doing a great job organizing the shop. This was the first step towards getting our materials organized and maximizing our time while working in the shop and loading for each days work. The next step will be implementing a digital/electronic inventory tagging and tracking system. As we move towards this goal it will be imperative that everyone does their part to be organized and neat while working in the shop to ensure the system runs smoothly. Once the system is in place we should see a decrease in prep time for jobs as well as a decrease in the need to make stops for materials or get materials on the fly, maximizing time on the job site which will result in more jobs completed in a timely fashion.

## Do's & Don'ts

This month we are covering the use of wedges when installing on roofs that have a high pitch. Install should never consist of screws being driven through the gutter into the slanted fascia. Best practice is to run a continuous wedge to create a plum fascia surface to work with. In some cases a client may not want a continuous wedge, in that case a custom wedge needs to be jigged and used to the clients needs. Estimators and installers should inquire with Jay on these types of installs if they aren't sure. Failure to use the correct wedge option makes future issues with the gutter almost inevitable which results in profit loss on the job due to service calls.

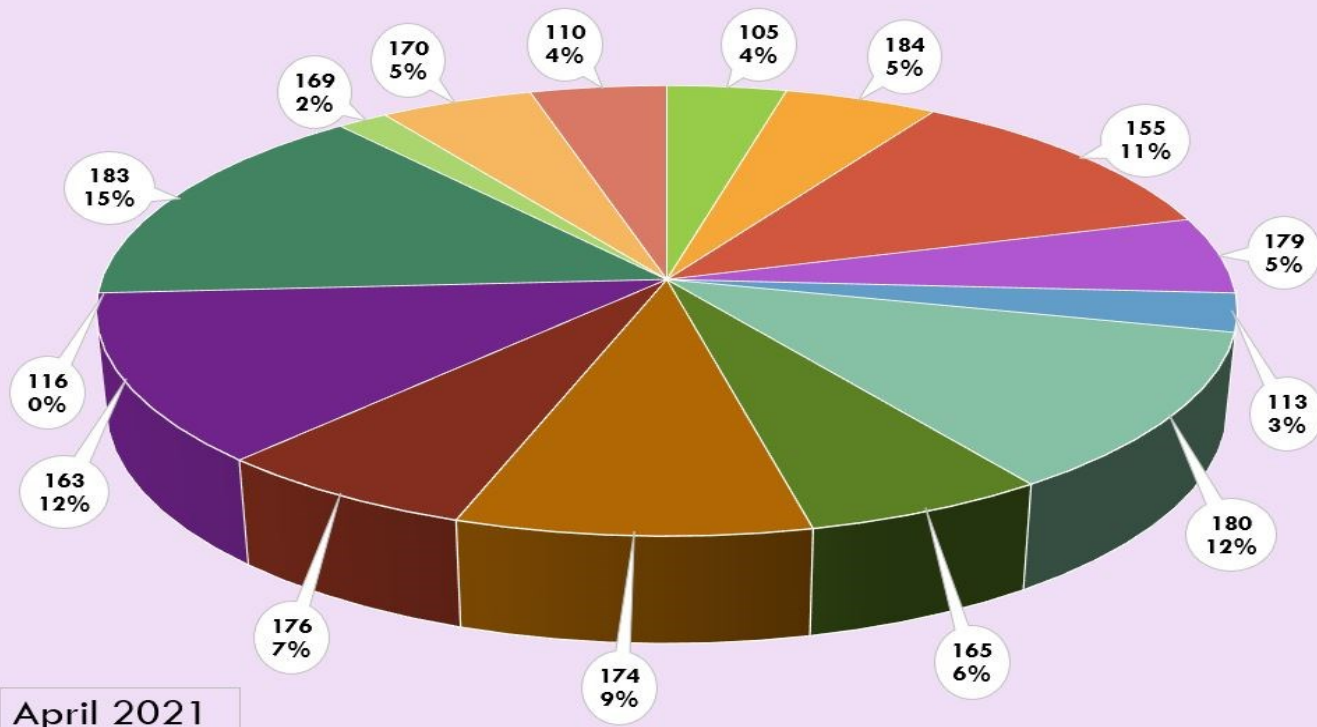


**DO**



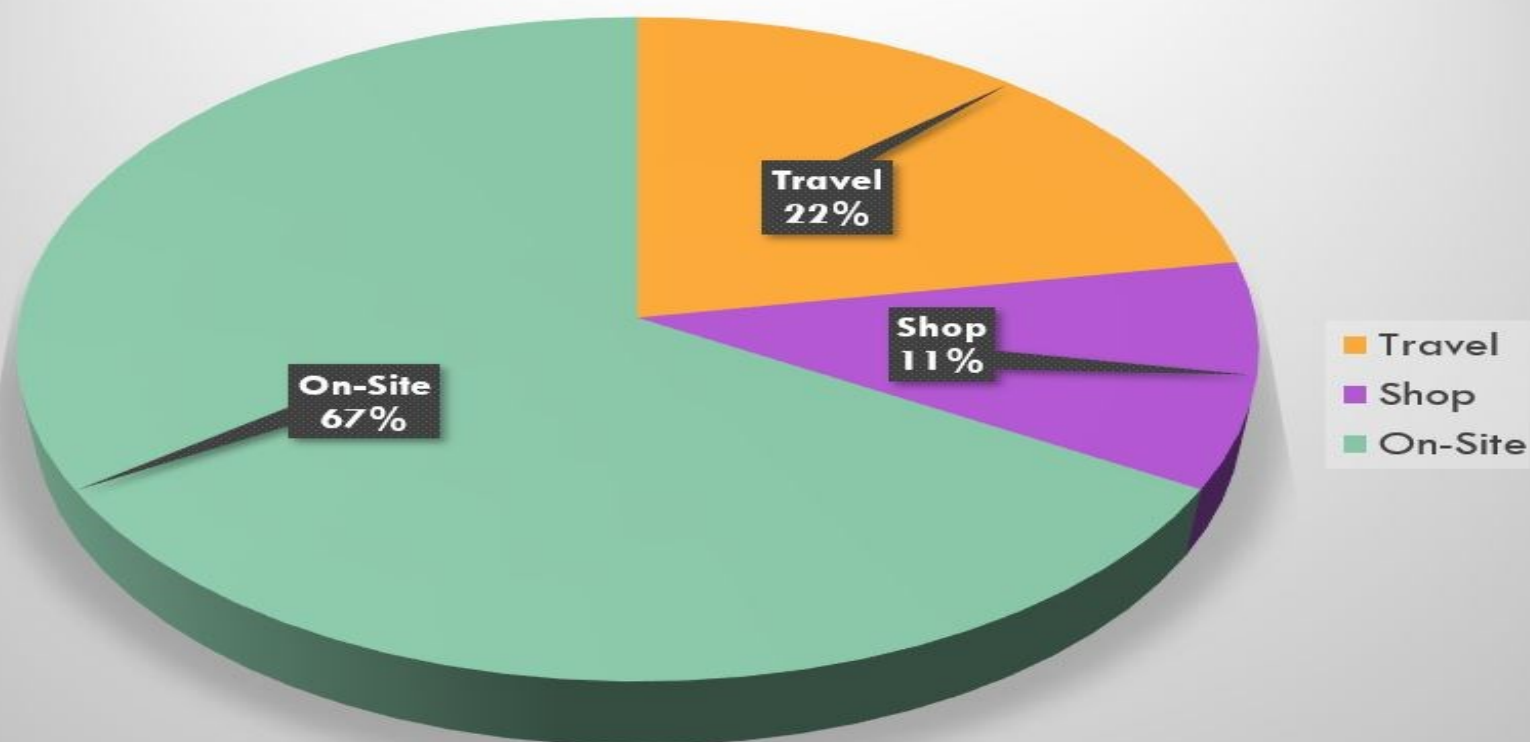
Installer	# of jobs over 45%
105	7
184	9
155	21
179	10
113	5
180	21
165	11
174	16
176	12
163	22
116	0
183	27
169	3
170	9
110	8

## Breakdown of jobs over 45% by Installer



A net percentage of 45% is the target number for MGI jobs to maximize profitability. While the Net % (profitability) is often heavily influenced by the installers there are times that other outside factors have an impact on this number. This figure reflects the success of the company as a whole; from the call to set up an esti-

## April 2021 Hour Breakdown





## -Cleaning Procedure/Be In the Know-

- Clock in when you get into the shop and make note.
- Check email to see what installations you have that day.
- Gather all material needed for cleanings/jobs scheduled that day including:
  - Buckets
  - Proper ladders
  - Hoses with spray nozzles
  - Generator if needed
- Once loaded, call first installation to let them know on way, clock out of shop and back in under job name.
- After arriving at job site, a walk around before is a must, exception if homeowner isn't available.
- Set up and start job.
- Any debris removed from gutters must be disposed of in woods or dumpster at shop.
- After completing cleaning, a walk around is a must afterwards, exception if homeowner isn't available.

Note: The WIB must be completely filled out including:

- Date Time Arrival/Departure
- Employee numbers
- Mileage beginning/Ending
- Time cleaning started/ended
- Cover removed/not removed (Footage)
- Total footage of gutter on home
- Walk around completed before/after
- If any changes need to be made, the estimator/office should be contacted prior. With the approval, the changes must be noted in the WIB with any and all information including; price, materials used or not used, etc. Clock out of job and clock into next. Repeat

### April 2021 Average Net Percent by Installer

