

# In The Gutter

May 6th, 2025



Please be sure to upload pictures to every job! It helps verify material installed, along with payments. We get many phone calls from customers asking for pictures as we gutted a home they don't live in. Or if people call back and say we didn't place a downspout in the right spot - we can reference the pictures to the drawing.

Be sure to pack extra clothes as it can rain, snow, and be sunny all in one day!

Sgt Justin Hansen Memorial 5K is scheduled for 7/20. Let Veronica know if you are interested in participating. MGI will cover any employees registration fee!



## Atta Boys From April

Congrats to our March winner - Gordon!

Mitch & Lyndon - Anderson Job

## Reminders

- Upload pictures for EVERY job!
- 5/19 - MGI vs KLT softball game in Interlochen!
- We are in Red Season! Monday - Friday 7am - 5PM (or last job is completed and Tiffany doesn't have anything else that needs done).
- Sgt Justin Hansen Memorial 5K is 7/20/25. If you would like to participate, let Veronica know!

## Birthdays and Anniversaries

- 5/6 - Thank you for one year of service Lyndon!
- 5/7 - Happy Birthday Tiffany!
- 5/8 - Happy Birthday Kristy!
- 5/11 - Happy Birthday Veronica!
- 5/13 - Thank you for 3 years of service Jesse!
- 5/23 - Thank you for 3 years of service Veronica!
- 5/24 - Happy Birthday Joe!
- 5/25 - Thank you for 9 years of service Brian!
- 5/26 - Happy Birthday Steven Fitzek!
- 5/27 - Happy Birthday Blake Fitzek!



# Safety Meeting Recap



## Trencher / Drain Tile

Inspect jobsite before starting. Check for the following:

- overall grade or slope
- changes in elevation such as hills or open trenches
- obstacles such as buildings, railroad crossings, or streams
- signs of utilities (gas or water meters, manhole covers, junction boxes, sunken ground, light poles, etc)
- traffic
- access
- soil type and condition
- loose material such as fencing or cable

Meaning of Miss Dig Flags -

 RED Electric	 YELLOW Gas, Oil, Steam or Petroleum	 ORANGE Communications Systems	 BLUE Potable Water
 PURPLE Reclaimed Water Irrigation	 GREEN Sewer and Drain Lines	 WHITE Proposed Excavation	 PINK Temporary Surveying

Foreman  
Meeting to be  
held on 05/28  
Safety Meeting  
to be held on  
06/04





# Do's and Don'ts



DO MAKE SURE YOU UPLOAD PICTURES FOR EVERY JOB!!! There are still people not attaching pictures to jobs. This is a **requirement** for every job.

DO make sure armour guard is installed correctly in mitered areas! Check the board by the shop doors for pictures on what to do and not to do.

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## HR Policies

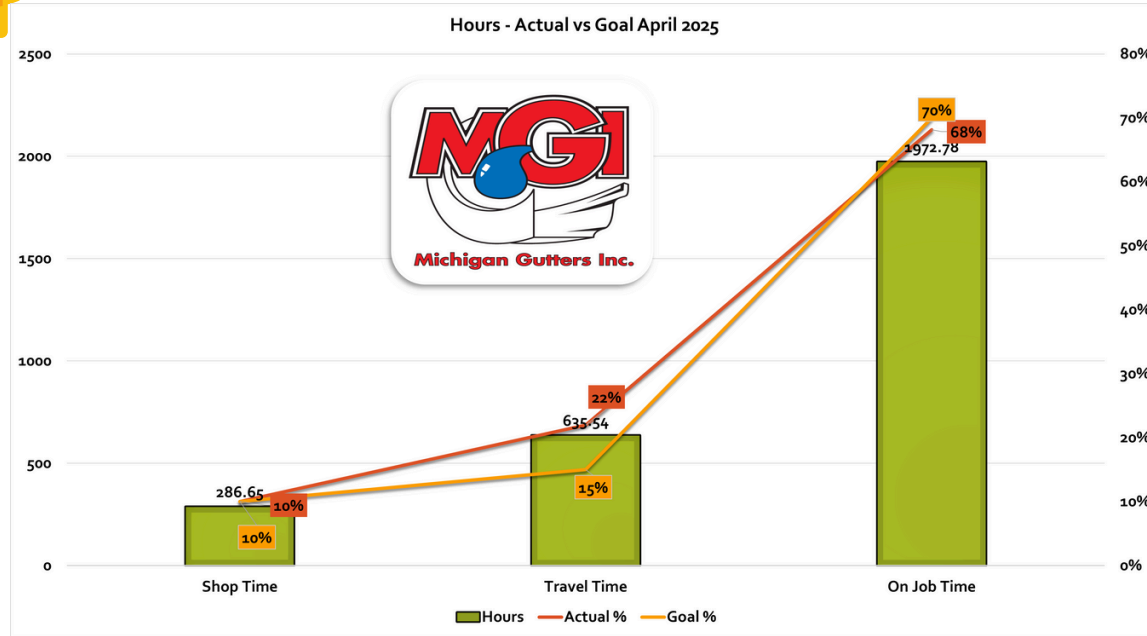
### Employee Dress & Personal Appearance

**You are expected to report to work well groomed, clean, and dressed according to the requirements of your position. Work wear must be of professional appearance and in decent condition.** Some employees may be required to wear uniforms or safety equipment/clothing. All employees must wear proper safety wear to include ear plugs, safety glasses, and footwear per OSHA. Please contact your Supervisor for specific information regarding acceptable attire for your position. If you report to work dressed or groomed inappropriately, you may be prevented from working until you return to work well-groomed and wearing the proper attire. **Employees are expected to wear Michigan Gutters Inc. attire for all shifts.** Incidents resulting in an employee having to return home to meet dress code requirements are subject to attendance point accrual. Employees are required to punch out should they need to return home to become compliant with this policy. Employees can use their employee clothing allowance that is allocated annually each year to meet these requirements.





# Let's Talk Numbers



The graph shows the actual hours vs the goal hours for shop, travel, and on the job time. We are doing good at the on the job time but need to work on cutting travel time.

## Mental Health Corner

Managing stress is important for your health, relationships, productivity and peace of mind. There's certainly a lot happening in the world to stress us out. We pulled together a variety of articles from our experts that can be great reminders about stress management and help you refresh your skills or pick up a few new tools for you and your family.



[More Tips for Managing Stress](#)