

# In The Gutter



November 6th, 2023



Please join us for our Thanksgiving pot luck on 11/21 at 5pm. Please bring a dish to pass(a sign up for food will be on the sunshine board around ). Carrie and Steve will be providing a ham this year and we will bring the rest of the sides / desserts / drinks in! Significant others/family are welcome!

Red Season is still here and we are currently booking into January for K style and past that for half round. Holidays are coming up so remember if you are wanting some time off - it **MUST** be requested in advance. Holiday schedule is as follows -  
Thursday 11/23 we are closed and it is a PAID holiday. Friday 11/24 will be treated as a grey season day, but please note we are still in Red Season. If you wish not to work Friday 11/24, this will not be counted against you and you do not need to use Paid Time Off, however you will not be paid if you take this day off!

## Atta Boys From October

Congrats to our September winner - Eli!

Anthony, Nick & Steven - Telgenhof  
Job

Blake, Jayton & Scott - Fall Job

Mark & Jason - Canfield Job

## Reminders:

Please keep your personal phone away during business hours. Personal phone calls should not be made / taken while on the clock. Phone policy can be found on the last page of this newsletter

[https://www.michigangutters.net/media/uploads/Policies/social\\_media\\_and\\_pcd\\_policies.pdf](https://www.michigangutters.net/media/uploads/Policies/social_media_and_pcd_policies.pdf)

## Birthday's & Anniversaries

11/1 - Happy Birthday Heather!

11/5 - Thank you for 3 years of service Kris!

11/6 - Happy Birthday Brian!

11/22 - Happy Birthday Gordon!

11/22 - Happy Birthday Kevin!

11/28 - Thank you for a year of service Mason!

11/30 - Happy Birthday Craig!





# Safety Meeting Recap

## Weather Conditions and Ladders



If caught in a thunderstorm - you should always seek shelter inside. If inside is not available to you - seek shelter in a vehicle with windows rolled up. If shelter is not available here are some tips to keep you safe

- Lightening is likely to strike the tallest objects in the given area - you should not be the tallest one.
- Avoid isolated tall trees, hilltops, utility poles, cell phone towers, scaffolding or rooftops
- Avoid open areas, such as fields. Never lie flat on the ground.
- Avoid water and immediately get out and away from bodies of water.
- Retreat to dense areas of smaller trees that are surrounded by larger trees, or low-lying areas (valleys, ditches) but watch for flooding. Water does not attract lightning, but it is a excellent conductor of electricity.

During the past 30 years, about 50 people, on average, have been killed by lightning strikes every year, and may more suffer permanent disabilities. Take this stuff seriously.

## Avoiding strains, blows, and pinches when handling portable ladders

- Avoid Back Injuries. Ask someone to help any time you are setting up, taking down, or transporting a heavy ladder. This is especially true if your ladder is a long one, as the ladder's weight combined with its long length actually multiplies by several times the amount of torque applied to your back when handling the ladder alone
- Work Smarter – Not Harder. When setting up a long extension ladder to lean against a wall or similar structure, lay the ladder flat on the ground with the feet against the base of the wall. Then lift up the other end and “walk” the ladder up until it is flat against the wall in an upright position. Then reach down to a lower rung with one hand while holding the ladder steady on a higher rung with your other hand, and slowly pull the bottom of the ladder away from the wall until it is leaning against the wall at the proper angle.

Avoid Those Pinch Points. Avoid placing your hands and fingers near any pinch point when opening up or folding closed your portable step ladder. This is especially a hazard at the points where the spreaders on step ladders are attached and hinged near the top part of the ladder, as they act like a scissor closing as the ladder is folded shut.

- Smashed Fingers Hurt Too! Avoid placing your fingers in-between the front and back sections of a step ladder when folding the ladder closed, or when carrying it from one place to another. Many ladder users suffer smashed fingers when the two sections come together – often with surprising speed and force!
- Exercise Extra Caution at Blind Corners and Doorways – When carrying your portable ladder around the work site, slow down when approaching corners, doorways, and similar areas so you do not run into someone walking or standing on the other side. You might even want to shout out a verbal warning as you approach such areas. Also, lower the leading end of the ladder slightly so in the event you do accidentally make contact with someone coming around a corner, at least the ladder won't strike their face or head.

Link to articles :

[https://oshatraining.com/wp-content/uploads/OSHA\\_Training\\_Toolbox\\_Talk\\_-\\_Avoiding\\_strains\\_sprains\\_and\\_pinches\\_when\\_using\\_portable\\_ladders.pdf](https://oshatraining.com/wp-content/uploads/OSHA_Training_Toolbox_Talk_-_Avoiding_strains_sprains_and_pinches_when_using_portable_ladders.pdf)

<https://www.osha.gov/sites/default/files/publications/OSHA3863.pdf>



**Foreman  
meeting on  
11/7**

**Safety meeting  
to be held on  
11/21. Breakfast  
to be provided!**

# Do's and Don'ts



DON'T damage the drip edge and shingles when installing the gutter. This drip edge was installed incorrectly by the roofer (nothing holding the drip edge in place other than the glue used to attach the shingles - yikes!) so it caused it to look super damaged. It is still important to take your time and let the office know when something doesn't look right.



**DO** always **text** or call the estimator for prices on change orders or missed items on estimates **first**. If you don't get a response from the estimator (most don't have their phone on them while they are with clients but they will text back when available) try working on other things. If you are unable to move on until you get this price, that is when you reach out to the office. Estimators should **ALWAYS** be your first step in this process. Do not call the office and say "they never answer anyway" - they can't answer you if you don't try, so again, text or call the **estimator first**. The office should be the last resort.



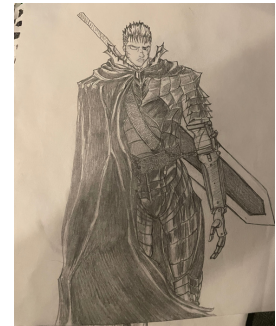




# Get to Know The Crew

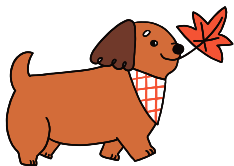


The spotlight this  
month is on  
Steven!

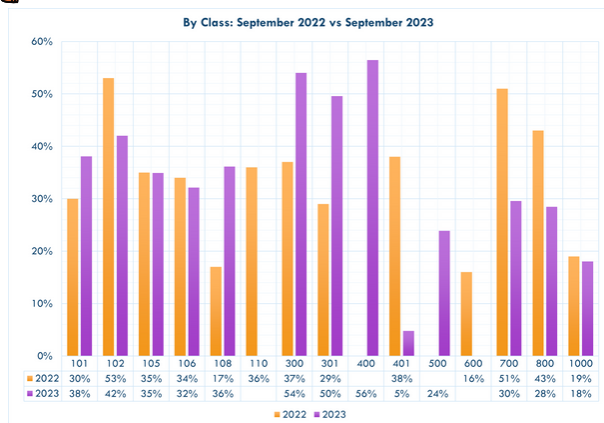


Steven is 32 years old, was born in Petoskey and raised there until he was 3 when his family moved to Houston Texas for some years before his family made their way back to Michigan. He has spent some time living in Florida and working abroad. He has 4 brothers and a sister - shout out to his brothers Nick and Anthony as they round out our Gaylord crew! When he isn't working with his brothers, he is spending time with his cats Morgana and Siren, bodybuilding, playing video games, drawing/painting, staying active, and researching topics he enjoys.





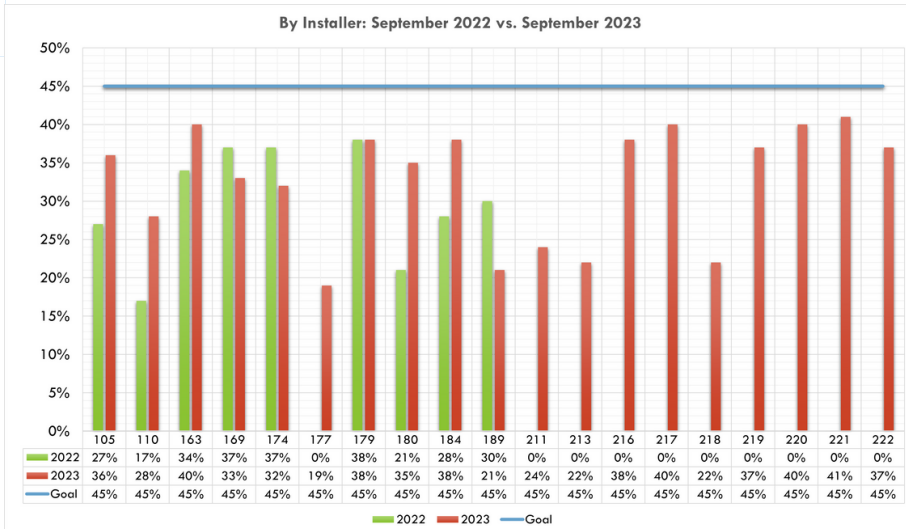
# Let's Talk Numbers



101 - Standard Gutter System  
 102 - Cleaning  
 103 - Repairs  
 105 - Standard Gutter w/Protection  
 106 - Gutter Protection  
 107 - Ice Steaming  
 108 - Service Call  
 110 - Standard Gutter w/Heat  
 200 - 8" Gutter  
 300 - Specialty Gutter AL  
 301 - Specialty Gutter AL with protection  
 302 - Specialty Gutter AL with Heat  
 400 - Specialty Gutter Copper  
 401 - Specialty Gutter Copper with protection  
 402 - Specialty Gutter Copper with heat  
 500 - Heat Systems  
 600 - Snow Retention System  
 700 - Underdeck  
 800 - Drain Tile  
 1000 - Gaylord

The graph to the below shows net percentage of jobs based on each installer/foreman of the job. 45% net profit on each job is the goal.

The graph above compares September of 2022 and September of 2023's net percentage of profit on jobs. Class list to the right of the graph above correlates to what kind of job it was.



## Mental Health Corner

A study of nearly 300,000 people in the U.K. found that people who maintained at least five of seven healthy habits cut their risk of depression by 57%. You can do it too! Spend the next week observing your habits and see if you can maintain at least 5 of these healthy habits:

1. The power of rest
2. Exercise is an elixir
3. Good nourishment is a necessity
4. Limit alcohol
5. Don't smoke
6. Limit sedentary time by cutting back on screen time
7. Cultivate friendships and social connections through hobbies

[Read the full article here](#)

MENTAL ILLNESS STIGMA KEEPS PEOPLE FROM SEEKING HELP. OUR SUPPORT CAN MAKE A DIFFERENCE.

[Read more here](#)

### Seasonal Affective Disorder (SAD): More Than the Winter Blues

As the days get shorter and there is less daylight, you may start to feel sad. While many people experience the "winter blues," some people may have a type of depression called seasonal affective disorder (SAD).  
 The first step is to determine how much your symptoms interfere with your daily life.

**Do you have mild symptoms that have lasted less than 2 weeks?**

- Feeling down but still able to take care of yourself and others
- Having some trouble sleeping
- Having less energy than usual but still able to do your job, schoolwork, or housework

**These activities can make you feel better:**

- Doing something you enjoy
- Going outside in the sunlight
- Spending time with family and friends
- Eating healthy and avoiding foods with lots of sugar

If these activities do not help or your symptoms are getting worse, talk to a health care provider.

**Do you have more severe symptoms that have lasted more than 2 weeks?**

- Social withdrawal
- Oversleeping
- Gaining weight
- Craving foods with lots of sugar like cakes, candies, and cookies

**Seek professional help:**

- Light therapy
- Psychotherapy (talk therapy)
- Medications
- Vitamin D supplements



# Phone Policy:

## Use of Social Media

Michigan Gutters Inc. respects the right of any employee to maintain a blog or web page or to participate in a social networking, Twitter or similar site, including but not limited to Facebook and LinkedIn. However, to protect Michigan Gutters Inc. interests and ensure employees focus on their job duties, employees must adhere to the following rules:

- Employees may not post on a blog or web page or participate on a social networking platform, such as Twitter or similar sites, during work time or at any time with Michigan Gutters Inc. equipment or property.
- All rules regarding confidential and proprietary business information apply in full to blogs, web pages and social networking platforms, such as Twitter, Facebook, LinkedIn or similar sites. Any information that cannot be disclosed through a conversation, a note or an email also cannot be disclosed in a blog, website or social networking site.
- Whether an employee is posting something on his or her own blog, web page, social networking, Twitter or similar sites or on someone else's, if the employee mentions the Michigan Gutters Inc. and also expresses either a political opinion or an opinion regarding the Michigan Gutters Inc's actions that could pose an actual or potential conflict of interest with the Michigan Gutters Inc, the poster must include a disclaimer. The poster should specifically state that the opinion expressed is his/her personal opinion and not the Michigan Gutters Inc's position. This is necessary to preserve the Michigan Gutters Inc's good will in the marketplace.
- Any conduct that is impermissible under the law if expressed in any other form or forum is impermissible if expressed through a blog, web page, social networking, Twitter or similar sites. For example, posted material that is discriminatory, obscene, defamatory, libelous or violent is forbidden. Michigan Gutters Inc policies apply equally to employee social media usage.

Michigan Gutters Inc. encourages all employees to keep in mind the speed and manner in which information posted on a blog, web page, and or social networking site is received and often misunderstood by readers. Employees must use their best judgement. Employees with any questions should review the guidelines above and/or consult with their manager. Failure to follow these guidelines may result in discipline, up to and including discharge.

## Personal and Company-Provided Portable Communication Devices

Michigan Gutters Inc-provided portable communication devices (PCDs), including cell phones and personal digital assistants, should be used primarily for business purposes. Employees have no reasonable expectation of privacy in regard to the use of such devices, and all use is subject to monitoring, to the maximum extent permitted by applicable law. This includes the right to monitor personal communications as necessary.

Some employees may be authorized to use their own PCD for business purposes. These employees should work with the IT department to configure their PCD for business use. Communications sent via a personal PCD also may be subject to monitoring if sent through the Michigan Gutters Inc's networks and the PCD must be provided for inspection and review upon request.

All conversations, text messages and emails must be professional. When sending a text message or using a PCD for business purposes, whether it is a Michigan Gutters Inc-provided or personal device, employees must comply with applicable Michigan Gutters Inc guidelines, including policies on sexual harassment, discrimination, conduct, confidentiality, equipment use and operation of vehicles. Using a Michigan Gutters Inc-issued PCD to send or receive personal text messages is prohibited at all times and personal use during working hours should be limited to emergency situations.

If an employee who uses a personal PCD for business resigns or is discharged, the employee will be required to submit the device to the IT department for resetting on or before his or her last day of work. At that time, the IT department will reset and remove all information from the device, including but not limited to, Michigan Gutters Inc information and personal data(such as contacts, emails and photographs). The IT department will make efforts to provide employees with the personal data in another form (e.g., on a disk) to the extent practicable; however, the employee may lose some or all personal data saved on the device.

Employees may not use their personal PCD for business unless they agree to submit the device to the IT department on or before their last day of work for resetting and removal of Michigan Gutters Inc information. This is the only way currently possible to ensure that all Michigan Gutters Inc information is removed from the device at the time of termination. The removal of Michigan Gutters Inc. information is crucial to ensure compliance with the Michigan Gutters Inc's confidentiality and proprietary information policies and objectives.

Please note that whether employees use their personal PCD or a Michigan Gutters Inc-issued device, the Michigan Gutters Inc's electronic communications policies, including but not limited to, proper use of communications and computer systems, remain in effect.

## Portable Communication Device Use While Driving

Employees who drive on Michigan Gutters Inc business must abide by all state or local laws prohibiting or limiting PCD(cell phone or personal digital assistant) use while driving. Further, even if usage is permitted, employees may choose to refrain from using and PCD while driving. "Use" includes, but is not limited to, talking or listening to another person or sending an electronic or text message via the PCD.

Regardless of the circumstances, including slow or stopped traffic, if any use is permitted while driving, employees should proceed to a safe location off the road and safely stop the vehicle before placing or accepting a call. If acceptance of a call is absolutely necessary while the employee is driving, and permitted by law, the employee must use a hands-free option and advise the caller that he/she is unable to speak at that time and will return the call shortly.

Under no circumstances should employees feel that they need to place themselves at risk to fulfill business needs.

Since this policy does not require any employee to use a cell phone while driving, employees who are charged with traffic violations resulting from the use of their PCDs while driving will be solely responsible for all liabilities that result from such actions.

## Personal Visits and Telephone Calls

Disruptions during work time can lead to errors and delays. Therefore, we ask that personal telephone calls be kept to a minimum, and only be made or received after working time, or during lunch or break time.

For safety and security reasons, employees are prohibited from having personal guests visit or accompany them anywhere in our facilities other than the reception areas.