



CLEANING MATTERS

THE NEWSLETTER OF CAGNEY CONTRACT CLEANING

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Welcome to Issue 27 (Nov 2015) of Cleaning Matters. I'd like to remind you that if you have any contributions to the newsletter, please forward them to me. Remember this is your newsletter. Editor: Gregory O'Keeffe

TIPS FOR WINTER DRIVING

Essential Information for Driving in Bad Weather Conditions

Vision—Through the winter months dazzle from the low winter sun can be a particular problem.

Improve vision significantly by making sure that your windscreen is clean – inside and out. Use air conditioning for faster demisting and to reduce condensation on cold windows.

Check windscreen wipers and replace if necessary. Make sure that wipers are switched off in the park position when leaving the car when there is a risk of freezing as failure to do so could damage the blades or wiper motor when you turn the ignition on if the blades have frozen to the screen.

Windscreen washer fluid should be topped up and treated with a proprietary additive to reduce the chance of freezing in frosty weather.

Visibility—Check that all bulbs are working and that headlights are clean and aimed correctly.

You must use headlights when visibility is seriously reduced. You may also use front or rear fog lights but these must be switched off when visibility improves as they can dazzle other road users and obscure your brake lights.

Tyres—Check all tyres for condition and pressure. Get up at least 10 minutes earlier to give you time to prepare your vehicle.

Don't drive off like a tank-commander, with a tiny hole cleared in your windscreen. Clear all windows of snow and ice using a scraper and de-icer.

Put safety before punctuality when the bad weather closes in. While it's always a good idea to allow extra time in winter for your journey, drivers must accept the inevitability of being late for work if they are caught up in an unexpected delay.

Driving on Icy Roads—Gentle manoeuvres are the key to safe driving.

Select second gear when pulling away, easing your foot off the clutch gently to avoid wheel-spin.

Leave as much room as possible between you and the car in front.

Always apply brakes gently. Release them and de-clutch if the car skids.

PATS CHAT

As 2015 draws to a close I would like to take this opportunity to say Thank You to you all for your contribution to our continued growth. Our success as a company is built on the work our staff do and the dedication you show in delivering a good service to our clients.

We acknowledge we don't always get it right but we try to and we keep trying to and that is all anyone can do.

Our business goal is to establish Cagney Contract Cleaning as a market leader in the provision of quality cleaning services. Our vision is that the name "Cagney Contract Cleaning" is synonymous with Competence, Quality, Value and Safety.

We need to keep our focus on our clients and deliver the best service we can. I hope you all have a safe and very Happy Christmas.

Thank You. Patrick Cagney
(Managing Director)



AILIN CAGNEY AWARDS - 2015

Congratulations to all of the recipients of the Ailin Cagney Award in 2015. Awards have been given this year for Quarters 1, 2 and 3 for 2015 (more details on our website www.cagneycontractcleaning.ie)

The recipients were:-

Quarter 1 2015	—	Joan Fleming
Quarter 2 2015	—	Patricja Cieslak
Quarter 3 2015	—	Daiva Grakovinaite

The Ailin Cagney prize is named in honour of our friend and colleague Ailin Cagney who passed away in 2004 and it is to acknowledge excellent customer service and a significant personal development and is given in the form of a voucher.

You are all very worthy winners!

STAFF NEWS

2015 has seen a number of core staff changes within the company. These changes have occurred in Head Office and within the Area Supervisory team.

Particular welcome to **Rasa Petrauskiene, Laura Savan, Giedre Balaikiene** and **David Cullen** our new Area Supervisors in the Daily Office Cleaning Division. We wish them every success with the company.

We were sad this month to say goodbye to **Pawel Modzelewski** who has moved on to pastures new. We wish him every success for the future.

STAFF TRAINING

We are continuing to roll out **E Learning Manual Handling** courses to all staff. Please ensure that we have a valid email address for you in order for us to email you a link to complete this training.

If you haven't already submitted your current email address, please do so. Please complete this training as soon as possible and check your email regularly for updates. Any queries, please contact your Supervisor or Gregory O'Keeffe, Health & Safety Officer at training@cagney.ie.

Remember if you have any training or development requirements, please talk to your Supervisor. Never carry out any task you do not feel trained to do!

COMPETITION SPOT

If you want to be in with a chance of winning a €50 voucher prize in our competition spot for this issue, just answer the following question:-

Q. Who was the winner of the Ailin Cagney Prize in Quarter 3 in 2015?

Send your answer, **along with your full name and site location**, using any of the following methods:- *(Check out the Latest News on our website for help with the answer and click on the link to enter)*

Website: www.cagney.ie (click on link under latest news)

Snail: Greg O'Keeffe, Cagney Contract Cleaning Unit 17, The Hub Logistics Park, Bracetown, D 15.

Email: training@cagney.ie

Text: 086-8116790. The closing date for this competition is 31st January 2016.

SLIPS, TRIPS & FALLS

Slips, Trips & Falls on Wet Floors:-

Are you washing / mopping floors when the client or public are still around !!!!!!!

STOP NOW & TALK TO YOUR SUPERVISOR IMMEDIATELY.....

If you have to wash a floor:-

- The area to be washed must be cordoned off from client staff / the public.
- Signs or barrier tape must be used to isolate the area.
- Clean floors when the client/public are not present (after business hours).
- Get assistance from a second person to clean and block a specific area and inform and direct the client / public around the danger.
- Change the process (don't use water, use a buffer).
- Use a scrubber dryer.
- Wear sensible footwear.
- Make sure the floor area is **fully** dry before leaving an area.

To Summarise:

Use Signs! Change the Process! Change the Time of Cleaning! Don't Use Water! - Talk to the Client, Talk to Your Supervisor!

Please note the following in relation to wages payments during the Christmas Period.

CHRISTMAS WAGES DATES—2015

Fortnightly Paid Staff

Wages for hours worked fortnight ending Sunday 20th December 2015 will be in bank accounts on Wednesday 23rd December 2015.

Wages for hours worked fortnight ending Sunday 3rd January 2016 will be in bank accounts as normal on Thursday 7th January 2016.

Weekly Paid Staff

Wages for hours worked week ending Sunday 20th December 2015 (payslip date 25th Dec 2015), will be in bank accounts on Wednesday 23rd December 2015.

Wages for hours worked week ending 27th December 2015 (payslip date 1st Jan 2016), will be in bank accounts on Wednesday 30th December 2015.

STAFF DETAILS UPDATES

Please note there is a facility to receive your payslip by email. If you wish to avail of this please email info@cagney.ie with your full name and employee number and email address or contact your Supervisor.

It is important that we have your up to date postal address also for our records. Please contact your Supervisor to ensure we have your correct details.