

MONA ELECTRICAL SERVICE, INC.

NEWSLETTER

May 24, 1991

Substance Abuse Update

Here are some signs that might indicate a chemical dependency problem in you or someone you love:

- Trying to cut down or to quit using some substance, and failing at it.
- "Blackouts," or lapses of memory, after use.
- Using the substance while alone or hiding the evidence of use.

Baby Talk

We have wonderful news from Janet & Rick Miller. They will be expecting their 2nd child in December 1991. Start the countdown Janet & congratulations!

We are happy to announce Paul Warren is a grandfather. His son Ron Warren and wife Laurie are 1st time parents to a beautiful son, Jason Ronald weighing 5 lbs. 13 oz. Congratulations.

Attention Mona Drivers

Just a reminder that you are restricted to use the company vehicle for business ONLY and for driving directly home to work and directly from work to home. Any employee not acting in compliance with the above rules does so at his own risk and expense and hereby accepts sole liability and responsibility for any and all events which may occur while said employee is using a company vehicle beyond the scope of his

employment. Violation of company policy, in the proper use of company vehicles, is grounds to lose the vehicle furnished to you and/or termination of employment.

Tool Tid Bit

After 30 to 45 minutes of chipping with a TE22, TE52, TE92 Hammer-Drill, take the bit out and oil the bottom. This will help prevent breakage of the hammer. Please take the time to maintenance your tools (suggestion by Dale Wireman).

Thanks A Bunch

I would like to thank Lisa Thornton for her excellent work in assembling the operation & maintenance manuals for International Point in such a short time. Twenty manuals, each one about 2" thick, had to be copied, marked up and assembled in 2 days. Thanks also to those who helped: *Janet Miller, Carla Hill, Gail Denison, Beverly Beard, and Angela Karnezis*. They always make difficult projects seem easy.

Thanks Again
Bill Millholland

Employees of the Month

Ronnie Harrell and Randy Danchak are our May 1991 "Employees of the Month".

Ronnie Harrell is our Vehicle Mechanic stationed at 7438 Old-Alexander Ferry Road. Ronnie is responsible for making repairs and maintenance checks to our Mona vehicles. Your doing a great job - keep it up!

Randy Danchak performed a terrific tenant buildout on BDM International with Sargis & Jones. He is presently working on Federal Bureau of Prisons. Randy gives great communication from the field to the office which helps immensely when dealing with change orders. Great job!

Employee Spotlights

A "great job" cheer goes out to Paul Warren and Wade Shelton for their efforts in presenting Kaempfer Management Services, Inc. a Code Change & Blueprint reading seminar on April 9, 1991.

Rand Construction's Marc Muller let us know that Wade Shelton performed in an excellent manner on Cassidy & Associates. States Marc, "With's Mona's effort, Rand was able to complete their high finish buildout within the compressed time, and still maintain the high quality product for which we are both accustomed to." Great job Wade!

Welcome Back

A hearty "welcome back" goes out to Charlie Ten Broeck. Charlie is our Service Project Manager/Estimator.

Bits N' Pieces

Team spirit is what gives so many companies an edge over their competitors.

Safety Update

Be sure you know what's behind your vehicle before backing up. Get out and look if necessary.

Holiday

The office and field
will be closed on
Monday, May 27, 1991
in honor of Memorial
Day! Have a great
weekend.

EEOE