

November 12, 1991

## NEW JOBS

- Several lobby additions at 607 14th St., N.W., Washington, DC; 2nd and 6th floor; project manager Charlie TenBroeck; customer Stephen A. Goldenberg Company.
- Brown and Root, Inc., 1150 18 Street, N.W., 2nd floor, Washington, DC; project manager Charlie TenBroeck; customer Leapley Co.
- 1800 M Street; project manager Charlie TenBroeck; customer Hampshire.
- M Street Cafe; project manager Charlie TenBroeck; customer Lehrer, McGovern, & Bovis.

## CLEAN UP DAY

We had a very successful "Clean-Up Day" on November 11th. This day is set aside for the office to fall clean and make our office space more efficient, pack up old jobs, clean desk top, etc. This year we gave two prizes and they went to Betty Beach (Apple computer including printer) and John Farrar (treadmill). A big **THANK YOU** goes to everyone who participated in making this a very successful day!

## CHRISTMAS PARTY

Mona Electric will be holding their office and field management Christmas party on December 21st, 7:30p.m., at 7915 Malcolm Road, 1st floor. There will be plenty of food, music and some exciting door prizes. Some of the door prizes are: a universal multi-station gym set and an ultimate couch potato reclining chair with stereo and back massager, plus more. So mark your calendars!

## MONA MAGIC

Mona believes that it is its corporate responsibility to acknowledge those employees who are involved in their community. Whether it be in the community, church, or a special contribution. Normally, people who are out there doing good deeds for the community do not publicize it. We are asking if you know of someone, even yourself, please call Doris Daye (ext. 355) or Betty Beach (ext. 376) or fill out the attached form and return to your department secretary so we can share this information.

## PROOF OF DELIVERIES

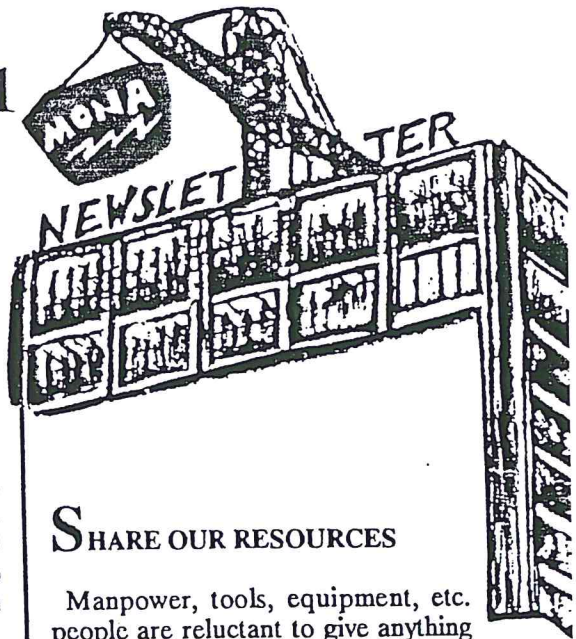
In order for our accounting cycle to work efficiently and properly we **MUST** receive POD's in a timely fashion. Our computer system will not allow us to bill without POD's. This is a serious issue and we are forewarning you that effective 1/1/92 improper paperwork will not be tolerated and it will be grounds for reprimand and could possibly lead to dismissal.

## SCRAP COPPER

As usual, scrap copper must be returned to the warehouse. Mona Electric uses this to help defer the cost of company functions such as Christmas parties. Please make sure that all scrap copper is returned in a timely fashion.

## SPECIAL NOTE

Field personnel are encouraged to participate in the Office and Management evaluation form that your superintendents are filling out - due to Cap by November 30, 1991. Cap has asked the superintendents (Nate Schaefer, George King, George Adcock, Dave Joyce and Pat Hall) to do an in-depth evaluation of the field perspective of the office and management. Your participation is encouraged.



## SHARE OUR RESOURCES

Manpower, tools, equipment, etc. people are reluctant to give anything back once they got it. Make sure we all act as a team and juggle or share resources when it is efficient to do so.

## ELECTRICAL AND FIRE ALARM INSPECTIONS

All jurisdictions are experiencing financial cut backs do to the lack of work. The Inspectors are therefore tightening compliance with codes and procedures. This means they can potentially pick you jobs apart. We must be more aware of any violations and/or potential problems prior to their inspections.

E.O.E.