

# The Cleaning Times

WINTER EDITION 2017  
Programmed Cleaning INC.

**Extra, Extra! Read all about it!**



Happy Holidays from Programmed Cleaning.

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## Upcoming Holidays

Christmas Day– December 25th

New Years Day– January 1st

**If you have any questions or comments about the newsletter, contact Ella at:**

**[gabriela@programmedcleaning.com](mailto:gabriela@programmedcleaning.com)**

## Winter Activities

- Make Snow angels
- Make paper snowflake cut-outs
- Bake cookies
- Shop after Christmas sales
- Watch snow fall
- Drink hot cocoa
- Decorate a gingerbread house
- Spend the holidays with loved ones
- Have a grilled cheese sandwich with tomato soup.
- Try snow shoeing

## Anniversaries

### 1 year

Levi Juarez  
Ruperto Salvidez Ramos  
Barbara Ann Niesman  
Brian Hefty  
David Young  
Jose Alvarez  
Christian Chavez  
Sean Melland

### 5 years

Madeline Emma Kempka,  
Peggy Jean Nelson  
Angelica Murillo Romo



Happy Anniversary

## Pride and Performance & Attendance Winners

**October: Guadalupe Hernandez**

**November: Arlando Palmore**

**December: Jessica Stewart**



**Keep up the good work! It doesn't go unnoticed!**

*Pride and Performance is a monthly award that is given to those employees who go above and beyond for the company.*

Congratulations!



## Employee Referral Bonus

**Employee Referral Bonus \$100! Hiring Evening General Cleaners and Daytime Dishwashers. If you know of a friend, acquaintance, or a family member looking for part-time work, please refer them to complete an employment application at:**

**Modern Maintenance/Programmed Cleaning**

**2125 S. 162nd St,**

**New Berlin WI 53151**

**Make sure Applicant includes your name on the form so you can collect your \$100!**

**Help us spread the word that Programmed Cleaning Inc. and Modern Maintenance are accepting applications. We welcome your referrals and hope that you will benefit from the Employee Referral Bonus Program! If you have any questions, please contact the Human Resources Department at 262-785-1946.**

## Cleaning Checklist

# Holiday Cleaning Checklist

Declutter all of your main living areas first!

### Kitchen

- ☑ Clear and Clean Counters
- ☑ Clean out Fridge
- ☑ Clean Oven
- ☑ Organize Tupperware
- ☑ Clean Glasses and Mugs
- ☑ Clean Utensil Drawer
- ☑ Mop Floors
- ☑ Organize Hot Drinks

### Bathrooms

- ☑ Put Out New Towels
- ☑ Clean Toilet and Base
- ☑ Scrub Bathtub
- ☑ Refill Soaps/Clean Handle
- ☑ Polish Mirror and Taps
- ☑ Clean/Organize Drawers
- ☑ Organize Under Sink
- ☑ Leave Air Freshener

### Living Room

- ☑ Dust with Dusting Spray
- ☑ Wash/Febreeze Blankets
- ☑ Clean Soft Furniture
- ☑ Create Game Basket
- ☑ Vacuum Floors
- ☑ Mop Floors
- ☑ Create Toy Bin
- ☑ Setout Photo Books

### Other

- ☑ Clean Entrance Way
- ☑ Make Room for Coats
- ☑ Create a Bar Area
- ☑ Catch up on Laundry
- ☑ Have a few "Extra Gifts"
- ☑ Create Holiday Playlist
- ☑ Make it Smell Nice
- ☑ Have a Merry Christmas

## Contacts for Programmed Cleaning

Programmed Cleaning: 262-785-1126

Madison Office: 608-222-0217

Vice President/General Manager of  
Programmed Cleaning:

Jack Medlock – ext. 117

\*Application Status, Hiring/Jobs  
Available, or Directions to our New  
Berlin Office contact:

Human Resources:

Veronica Sosa– ext. 121

Rosa Figueroa- ext. 106

Payroll Questions contact:

Payroll:

Michelle– ext. 114

Programmed Cleaning, INC.

2125 S. 162nd St.

New Berlin, WI 53151-2201

Website:

[www.programmedcleaning.com](http://www.programmedcleaning.com)

Check us out on Facebook too

[www.facebook.com/programmedcleaning](http://www.facebook.com/programmedcleaning)

## Safety Tips from Bob the Cleaner!

- Walk Carefully on snow and icy walkways
- Take breaks in between shoveling heavy snow
- Top off antifreeze, windshield wiper fluid, gas and oil.
- Clear all snow from car before driving.
- Watch out for black ice on the roads , just because it looks clear does not mean its not icy.
- When car is skidding steer in the direction you want your front wheels to go.
- Don't slam on breaks, pump them to stop your



Have you moved or changed your phone number? If so, please make sure you let your manager know or call the main office at 262-785-1126 and let the Human Resources know.

## Pumpkin Spice Chex Mix

### Ingredients

- 1/4 cup brown sugar
- 1 tablespoon pumpkin pie spice
- 1/4 cup butter
- 2 teaspoons vanilla
- 2 cups Cinnamon Chex™ Cereal
- 2 cups Wheat Chex™ cereal
- 2 cups Honey Nut Chex™ cereal



### Directions

- In small bowl, mix brown sugar and pumpkin pie spice; set aside. In small microwave-safe dish, microwave butter on High about 30 seconds or until melted. Stir in vanilla. In large microwavable bowl, mix all cereals and pecans. Pour butter mixture over cereal mixture, stirring until evenly distributed. Add sugar and spice mixture and stir until coated.
- Microwave uncovered on High 5 minutes or until mixture begins to brown, stirring every minute. Spread on wax paper or a cookie sheet to cool. Store in airtight container.

Recipe from: <https://www.pillsbury.com>