



Interoffice Communication

To JRH-HOA-JWW-S/S-CBH
From H. Garrison
Date February 26, 1980
Subject Plant Clean-Up

Although housekeeping is an expected part of everyone's job, I would like to congratulate and thank each of you and the people whom you supervise for the excellent plant clean-up effort. Local management and our visitors were favorably impressed with the condition of the plant. I was doubly pleased with the enthusiasm and pride exhibited by everyone during the clean-up.

The condition of the plant from a housekeeping point of view reflects directly on the attitudes of the employees and contributes to a better place in which to work. My desire is that this level of housekeeping be maintained. Greater emphasis must be placed in this area to keep the plant looking good. Supervisors and Leadmen must make a conscious effort every day to plan housekeeping into their daily routine.

A handwritten signature in cursive script, appearing to read "H. Garrison".

H. Garrison

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