

Focus on Safety

Gannaway Builders is committed to be the MOST safety conscientious construction company in the state.

We will start recognizing each of you every month that take safety issues seriously and conform to all safety requirements.

HAPPY THANKSGIVING!

Thanksgiving and the day after Thanksgiving are company holidays and the office will be closed.



From The HR Corner

Just A Reminder:



Please remember that communication is a key factor in having a successful business operation, no matter what the business is. Even more important is having an open communication line when you have employees that work outside an office. Having effective communication between office and field is difficult but essential for a smooth operation. As HR Director it is imperative that I have current information on all employees in order to for me to serve and protect you and your personnel issues.

Please take a few minutes to fill out the form below, and return it to your Supervisor to be sent back to the office. I will update your personal information and keep you informed of changes in payroll, insurance information, etc. My goal is to keep you INFORMED on all critical and necessary information regarding personnel issues. Look for the next newsletter when I will cover insurance information.

REMINDER

Gannaway's Holiday Party

Friday, December 8
Clearwater Hilton
6:00 to 11:00 p.m.

Name (please print clearly) _____ Nickname or the name you like to use _____

Current address _____

City, State, Zip code _____

Phone Number _____ Cell number _____ Other (pager) _____

Person to notify in case of emergency (please print clearly) _____ Relationship to you _____

Emergency contacts phone number to contact _____ Closest relative and phone _____

Information you want from me or any other questions you may have regarding personnel information I can help you with. Thank you for your cooperation and: **KEEP UP THE GOOD WORK!!** Please return to your Supervisor and the Supervisor should return to the Corporate office to the attention of: Terri Miani – HR DIRECTOR



Gannaway's Nuts & Bolts

Volume 1, Issue 7, November/December 2006

EMPLOYEE SPOTLIGHT SHINES ON: CAROLYN SHRIVER



How long have you worked for Gannaway?
One and a half years

What is your main job responsibility?
Answering phones. I also distribute daily mail and help prospective employees with applications.

What kinds of tips and advice would you give to people interested in the field of construction?
Be proud of what you do, no matter how trivial it may seem. It takes all of us to make the process work!

Do you have a quote or thought that you feel would be inspirational to share?
"The greatest good you can do for another is not to share your riches, but to reveal him to his own."

Since everybody in the company has spoken with you, how would you respond to; "you can come to me for...?"
...Anything other than a loan (ha!).

Where were you born and raised?
Born in Ohio, raised on the farm.

How long have you been in Florida?
A long time - 48 years.

EMPLOYEE SPOTLIGHT SHINES ON: CHARLIE KEESLING



How long have you worked for Gannaway?
One year and nine months

What is your main job responsibility?
Superintendent of the Mechanical, Electrical and Plumbing crew.

What kinds of tips and advice would you give to people interested in the field of construction?
Work with others as a team. Learn your trade and do it with pride and always be thinking safety.

What jobs are you currently managing?
Electrical crew at Palms of Redington Shores, Hotel Isis, Emilia Townhomes and Shore Club.

How did you first become interested in the field of construction?
In years to come, I can drive by and say I helped build that.

Where were you born and raised?
Florida all my life.

"TO GIVE REAL SERVICE YOU MUST ADD SOMETHING WHICH CANNOT BE BOUGHT OR MEASURED WITH MONEY, AND THAT IS SINCERITY AND INTEGRITY."

— DOUGLAS ADAMS, AUTHOR

WHAT'S INSIDE -

TAKE FIVE - NEW CLASSIFIED SECTION AND REFLECTIONS OF OUR STAFF

FROM OUR ESTIMATING AND SAFETY DEPARTMENTS

HUMAN RESOURCE INFORMATION

TAKE FIVE:

Classifieds -

Once again we are supplying a classified section in our newsletter to provide an avenue to sell or buy merchandise. Please feel free to send in pictures and descriptions of anything you would like to sell or buy. We are also feature a bartering section for those that have talents that can be shared.

For Sale: Holiday Ornaments by Louise Rose

Many of you already know that my other life is as a glassblower. The technique that I use is called lampworking. With lampworking one melts Pyrex glass rods which are heated with oxygen propane mixture. As the ends of the rods are heated to a temperature that must reach over 2,000 degrees the rods are welded twisted and bent to created animals, sun catchers, and ornamental figurines.

My niche in the market is a line of Christmas ornaments and sun catchers which are carried in fine craft stores throughout the country. I have several ornaments still available or can make to order. The prices range from \$8.00 to \$20.00 per ornament. Contact Louise at 727-726-2547.



For Lease: Duplex at Palms of Redington Shores - Three duplex's at the Palms of Redington Shores. Month to month lease. For more details contact Guy or Mark (727-726-2547)

Bartering: "To trade by exchanging one commodity for another." There are many of you out there with skills that could be utilized for barter. This section is reserved for those that would like to take advantage of our bartering system.

For Barter:

Carolyn Shriver would like to have three (3) ceiling fans installed for exchange of reupholstering a piece of furniture. Carolyn is a master at reupholstering furniture of any kind. Contact Carolyn at 727-726-2547.

From Ricky Gannaway:

Approaching holiday seasons have a way of causing reflection, even if we don't normally do that and Gannaway Builders has some dramatic changes to reflect on this year - a new office, new key personnel, etc... The constant growing is seemingly endless at Gannaway and considering the challenges, it would seem impossible for a self perform company like ours to have advanced this far, at this rate of speed...

It hasn't been without sacrifice and concession on the part of executives, office staff & trades alike... The word impossible doesn't exist in the minds of these owners and we have an amazingly bright future... The key will be our ability to believe as boldly and unflinchingly in the "unlimited" as do Guy, Mark & Roger, then apply it with the kind of nonchalance implied by Lewis Carroll in this passage: "Why sometimes I've believed as many as six impossible things before breakfast. . ."

Alice's Adventures
"Through The Looking Glass"
- The White Queen
Lewis Carroll

Reflections of our Staff:



Angela Lutz on her own horse Harrington.



Brent Nolan's Bunch



Lawson Gannaway
(Ricky's)



Is it:

- Dustin Hoffman
- Dennis Birchar
- Lost Indian Chief Thomas Bahamas

Who is this?

(Turn your photos in, if you would like to see this feature continued)

FROM OUR ESTIMATING DEPARTMENT - BILL COOPER, P.E.

CURRENT ESTIMATING PROJECTS:

Callista Cay Townhomes, Tarpon Springs, FL – Conceptual Budget Estimate

Sienna Village / Phase I Office Complex – Lutz, FL – Final Bid on 11/28

Sun Trust Bank and Offices-Midtown Project – St. Petersburg, FL – Final Bid on 12/14

For those of you who work in the office and see Bill everyday, I wonder if you really know what he actually does. We asked Bill to share some of the first steps taken in the building process:

"The Estimating Process" - A very detailed multi-step process:

- Identify clients and possible jobs to bid – Marketing/ Estimating effort
- Obtain bid package documents (proposal, specifications, project plans, etc.)
- Qualify the "scope of work" – what is to be done
- Quantify the "work to be accomplished" – how much is to be done and how long
- Categorize the work to be performed by Gannaway employees and by subcontractors
- Contact subcontractors and material/equipment vendors for pricing
- Prepare detailed quantity takeoff of all phases of work by work items
- Determine the amount of Gannaway labor necessary for the "self perform" work
- Apply material and equipment prices to item quantities previously identified
- Determine jobsite overhead (general conditions – job office, supervision, etc.)
- Calculate total job cost including jobsite overhead
- Determine and add the markup factor for General Overhead and "Market" allowed profit
- Turn in bid for public open or closed bid and obtain results when available
- If awarded project, prepare the final estimate budget and turnover package for project
- management - If negotiated bid, continue to finalize budget with owner and when awarded project, prepare turnover package for project management

FROM OUR SAFETY DIRECTOR - KRISTI ZWIEFELHOFER

SAFETY AROUND THE HOUSE

Most accidents occur at home and many of them are preventable, so it is important that your home is as safe as possible. Here are some helpful tips from the U.S. Consumer Product Safety Commission on making your home a safer place for everyone.

- Do not smoke in bed. Smoking in bed is a major cause of accidental fire deaths in homes. Always check to see that cigarettes are extinguished before emptying ashtrays. Stubs that are still burning can ignite trash. Do not place or leave ashtrays on the arms of chairs where they can be knocked off.
- Purchase a smoke detector if you do not have one. Smoke detectors are inexpensive and are required by law in many localities Never disconnect a detector.
- Arrange furniture so that outlets are available for lamps and appliances without the use of extension cords. If you must use an extension cord, place it on the floor against a wall where people cannot trip over it. Unusually warm or hot outlets or switches may indicate that an unsafe wiring condition exists. Unplug cords from outlets and do not use the switches. Have an electrician check the wiring as soon as possible.
- Telephone numbers for the Police, Fire Department, and local Poison Control Center, along with a neighbor's number, should be readily available. Write the numbers in large print and tape them to the phone, or place them near the phone where they can be seen easily.
- Unvented heaters should be used with room doors open or window slightly open to provide ventilation. The correct fuel, as recommended by the manufacturer, should always be used. Vented heaters should have proper venting, and the venting system should be checked frequently. Improper venting is the most frequent cause of carbon monoxide poisoning, and older consumers are at special risk.
- Operate portable electric heaters away from combustible materials. Do not place heaters where towels or the like could fall on the appliance and trigger a fire. Avoid using extension cords unless absolutely necessary. If you must use an extension cord with your electric heater, make sure it is marked with a power rating at least as high as that of the heater itself. Keep the cord stretched out. Do not permit the cord to become buried under carpeting or rugs. Do not place anything on top of the cord. Never place heaters on cabinets, tables, furniture or the like. Never use heaters to dry wearing apparel or shoes.