

MEET THE TEAM

Andrea Cherpako
Office & Administration



Andrea has been with Phoenix since 2008. Andrea is the voice you most often hear answering the phone at Phoenix. She helps manage the office and keep all the drivers going to the right place on the right day.

Andrea is the proud new owner of her own home and a true animal lover.

Be Green at the Office:

REDUCE

We all have heard about the three R's – Reduce, Re-Use and Recycle. Sometimes we skip over the first two and forget about Reduce and Re-Use.

Here are some tips for Reducing and next month we will give some tips on Re-Using:

- Print only what you need.
- Print on both sides of the paper, especially the less important documents. This practice helps to reduce paper usage and waste by 50%!
- Reduce the use of paper by sending information or documents via the email, rather than hard copy files or faxes.
- Make use of electronic posters and banners, instead of paper ones.
- Share newspapers and magazines between units and divisions, rather than providing a set for each individual unit.
- Make use of reusable porcelain or metal mugs for coffee breaks, instead of disposable or Styrofoam ones.
- If you lunch in, bring your lunch in reusable containers rather than paper or plastic bags that must be discarded after a single use.

Have A Question For Us?

If you have a question related to off-site document storage, shredding, or media vaulting, please feel free to give us a call or send us an e-mail.

Contact Information: (204)222-5096 or
email karen@phoenixrecycling.ca

Thoughts from Patti & Kristjan

Let it snow, let it snow, let it snow.....

I hope everyone is staying warm and getting a good workout keeping up with the shovelling. If getting more exercise was part of your New Year's resolution then the snow gods are helping out!

My New Year's resolution was to get my desk cleaned up. I am proud to report the mission is accomplished and it feels great. I found that my desk was cluttered with papers related to projects. Some projects were finished, some we still on-going and some were possible projects that may or may not be undertaken. I realized that our traditional filing system was not working for project information. Without the right place to put these documents, they piled up on my desk.

To tackle the pile on my desk I started a filing system for our projects. The files are green which makes them easy to distinguish from our other files. The file name has the name of the project and the date associated with the project. The closed projects were listed, boxed and sent to storage and the active projects are clearly labelled and easily accessed in my filing cabinet.

Part 2 of my resolution is to keep my desk clean. With my new filing system I should be able to stay on top of it with ease. Files, whether they are paper or electronic can be overwhelming, but with the right systems in place they can be organized and easy to manage.

I hope you are all having success with your New Year's resolutions.

Good Luck on the Brain Buster, the prize this month is a \$50 gift card for Finn McCue's Irish Pub in honour of St. Patrick's Day.



All the best,

Patti & Kristjan

At the touch of love, everyone becomes a poet. – Plato

Refer Us To Someone!

If you refer us to someone and they become a regularly scheduled customer, purge customer with more than 100 boxes, or box storage customer, **we will reward you with a \$25.00 VISA gift card!**

CALL FOR DETAILS!

Quick Service Profile:

Certified Off-Site Shredding – Secure & Efficient

As our most popular service option most businesses and organizations choose our secure off-site service to meet their shredding needs. Off-site shredding is ideal for when your organization needs to destroy confidential items on a regular schedule or for a one time purge/clean out. Strict adherence to procedures and policies provide a secure process for destruction. Phoenix is proud to offer NAID AAA Certified Off-Site Shredding Service to businesses and organizations in Winnipeg and surrounding areas. The NAID AAA Certification is the industry best practices certification designed to give you peace of mind that you are choosing a top level vendor for your shredding service

Please click here to learn more about our [Off-Site Shredding Service](#)

On-Site Paper Shredding • Off-Site Paper Shredding
Hard Drive Destruction • Micro Media Shredding
Record Storage & Management • Recycling

CLIENT OF THE MONTH:

MCW/AGE

“MCW/AGE files are meticulously organized by Elaine Robertson for proper cataloguing, storage and retrieval”

Established in Winnipeg since 1964, MCW/AGE provides innovative and efficient professional consulting professional engineering services for Mechanical, Electrical, High Voltage and Energy Performance to Architects, Owners and Occupants in Canada and around the world in the utility, commercial, recreational and health care sectors. As a local Mechanical and Electrical Engineering Firm, MCW/AGE Consulting Professional Engineers has played a pivotal role in helping to create the environments required for Clients to live, educate, work, play and heal. Our diverse array of Clients have always brought to us their toughest challenges and most exciting dreams, knowing that we will customize our designs and services to address their needs in a manner which will allow them to succeed and prosper. MCW/AGE has a close relationship with Dataloc who safeguards our thousands of project documents and accounting records. The Phoenix Recycling division also provides the office recycling helping to reduce our own environmental footprint as we strive to reduce our clients' footprints.



Calling all interested clients: Would you like to be profiled in our client of the month section? If so, please let me know at patti@phoenixrecycling.ca

February Events

- 1 Hula in the Coola Day
- 1-7 Women's Heart Week
- 2 Groundhog Day
- 4 Thank a Mailman Day
- 5 Weatherman's Day
- 6 Super Bowl XLV
- 7-11 International Networking Week
- 9 National Stop Bullying Day
- 10 Umbrella Day
- 11 Satisfied Staying Single Day
- 12 Darwin Day
- 13 Madly in Love with Me Day
- 13-19 International Flirting Week
- 14 Valentine's Day
- 14 Chinese New Year
- 15 Islander Fay (PE)
- 15 National Flag of Canada
- 15 Family Day (AB, ON, SK)
- 16 Do a Grouch a Favor Day
- 17 World Human Spirit Day
- 17 Random Acts of Kindness Day
- 19 National Chocolate Mint Day
- 20 Love Your Pet Day
- 20-26 National Engineers Week
- 21 Louis Riel Day (MB)
- 22 Single-Tasking Day
- 23 Inconvenience Yourself Day
- 24 National Personal Chef Day
- 26 Heritage Day in the Yukon (YT)
- 27 Polar Bear Day
- 28 Floral Design Day
- 28 National Tooth Fairy Day



Astrological Sign:

Aquarius (Jan 21-Feb 19) &
Pisces (Feb 20-Mar 20)
Flowers: Violet, Primrose
Birthstone: Amethyst
Full Moon: Feb 18

February is also:

Creative Romance Month
Fabulous Florida Strawberry Month
Great American Pie Month
International Boost Self-Esteem Month
International Expect Success Month



Healthy Living

If you are giving your loved one some chocolate this Valentine's Day, make it as healthy as possible. Dark chocolate contains flavonoids, which have been shown to improve heart health. To get the most benefits out of chocolate, choose treats that have at least 60 percent cocoa. But don't go overboard—while dark chocolate is better for you, it still has as many calories and grams of fat as the milky variety. It is true that in this case, a little goes a long way.

Beating the Chronic Pain Cycle

Many people ignore the daily pains that come from working at a computer, being on your feet all day, or other occupational hazards. But if these pains are not addressed, you can end up with irreparable damage to your body.

There are many causes of daily pain, including body positioning at work, too much sitting or standing, injuries from workouts, or even stress. To help alleviate some of these concerns, try these techniques:

MOVE AROUND.

Getting up and moving around during the day helps your circulation and keeps your muscles healthier. If you have a sedentary job, try to get up at least once every two hours for a short walk or some moderate stretching.

CONSIDER YOUR POSTURE.

Poor posture can easily lead to chronic pain. When sitting, don't slump your shoulders forward. You should also have an ergonomic workspace if possible. If you are behind the wheel for much of the day, you still need to concentrate on good posture. Sitting up straight, even in the car, can help with those aches and pains.

TALK TO YOUR DOCTOR.

He or she can help develop a plan to give you the tools you need to cut back on the stress on your body and begin to heal before more damage is done.

Win \$50 Gift Card for Finn McCue's Irish Pub

In honour of St. Patrick's Day, the prize for February 2011 is a \$50 gift card for **Finn McCue's Irish Pub** at the Johnston Terminal, The Forks. *(For those of you who might not be a leprechaun in disguise, the gift card can be used at any of the WOW hospitality restaurants.)*

Each month we'll give you a new challenge of some type. All those who reply with a correct answer are eligible to win. At the end of the month we'll draw a lucky name. Here is this month's mind bender:

Riddle: What kind of flowers do you never give on Valentine's Day?

Last Month's Answer to: *What bird can be heard at mealtimes?*

A SWALLOW

Last month's Winner:

CAROL DUFAULT

ENTERTAINMENT ONE

Congratulations!

Email your answer to karen@phoenixrecycling.ca

Making Your Home Cozy for Winter

Heating your home is not enough. You also need to make sure that warm air does not leak out of your house. To do that, you need to first find the leaks. You can use an incense stick to detect gaps at the joints of walls, ceiling, and floors. Also check around doors and windows. You can even have leaks at electrical outlets in your exterior walls.

Once you know where the leaks are, you need to seal them up. Apply weather stripping to windows and doors. You can use caulk around the frames of doors and windows. If there is a large gap, you may need to use expandable foam to completely fill in the space. To properly insulate your outlets, use special insulation gaskets that fit under the face plate of the outlet.

One thing you need to be careful of, however, is that you don't seal up your home too tightly. Some ventilation is needed to reduce indoor pollutants and to ensure healthy air circulation. Make sure that the ventilation fans above your stove and in your bathrooms and laundry room are working properly. And on nice days, open a window or door for a few hours to ensure some access to fresh outside air.

Green Living

If you think you can only decrease your fuel consumption by buying a hybrid car, think again. There is an easy way you can decrease the amount of fuel you use. Simply keep your tires inflated. Just one tire underinflated by six or more psi can increase fuel consumption by three percent. Check your tires regularly and you will be sure to not only keep your vehicle in good shape, but will also help the environment.



Store 100 Boxes For Just \$1.50 A Day!!

Whether you're currently storing records in an off-site mini-storage facility or in your own storeroom, now you can enjoy all of the advantages of full-service records storage for just \$1.50 a day!

Call for details!

BITS *and* PIECES

is a free monthly newsletter
from your friends at

Phoenix

• PAPER SHREDDING • OFFICE RECYCLING
• RECORDS & DATA MANAGEMENT

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What's Inside This Month?

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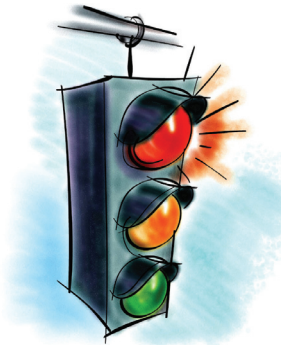
Green Living

February OFFERS!

Good Driving is Not Enough

It makes sense—you make sure that you follow all the traffic safety rules, obey the speed limit, and you can avoid an accident. But unfortunately, that is not enough. The best driver will still encounter the very bad driver, sometimes with terrible consequences. Many times it is the “good” drivers, those who are not at fault in an accident, who are killed. How do you protect yourself from the other drivers on the road?

Head-on collisions are the most dangerous of all accidents. Surprisingly, the vast majority of head-on collisions do not occur at night or in bad weather, and about 63 percent of head-on accidents occur not on curves or when passing, but when the driver is steering straight. Often these drivers are distracted by others in the car, talking on a cell phone, texting, or tuning the radio. And in good weather, drivers let down their guard, not driving as carefully as they do when the roads are wet or icy. Your best bet to avoid these types of drivers is to avoid the types of roads that make them so dangerous. If you have a choice, a highway or a large road with medians is always safer than one without. Only 14 percent of all fatalities occur on major highways, making them the safest way to travel.



You may stop at every stop sign, but you know from experience that not everyone else does. Want to protect yourself from those stop sign runners? Then take it slow. Approach all intersections with caution. Watch other cars to make sure that they are slowing and coming to a stop. And most importantly, watch the other driver. If he or she is not looking your way, wait until they do, so that you can know that you have been seen.

Red light running is an even deadlier problem. At a busy intersection, drivers will run a red light every five minutes on average. Red-light running is on the rise, with fatal accidents at red lights increasing three times the rate of all other types of deadly crashes. Your best bet here is to again take it slow. Even if your light has turned green, take a moment to look left and right before proceeding through the intersection. Don't consider that yellow light a reason to speed up. Brake on yellows to avoid becoming a red light runner yourself.

Teaming these strategies with the basic precautions of looking far ahead and staying alert when you drive can help you from becoming a victim of the bad drivers on the road. But no matter how good a driver you are, don't forget to use your seat belt every time you drive.