

# HMF EXPRESS

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## Frame installation 101

HMF Express frames are coming to a hallway near you!

Last week, Steve Adams and the sales teams installed an HMF Express, KD dry-wall frame in the second floor hallway.

The frame installation is part product showcase, part installation training exercise, and the result will be a new opening for Diana's office upstairs.

"I'm very glad we did this installation," noted Brett Miles. "It really opened my eyes as to the issues customers can have installing our products."

In this installation, some of the issues included:

- Floor not level
- Bowed walls
- Rough opening without a header
- Electrical issues in rough opening
- Installation of screws into gussets

Joel, Roger, and Bob also used this installation to review engineering issues with the new frame programs.

There are several improvements planned for the miters, including tabs to aid installation, and reducing the downsize of the head.



### Special preps, profiles, and more!

The group has plans to install more of our products, including custom doors and frames with unique hardware preps, such as SOSS hinges, mortised continuous hinges, and other hardware applications that we all should be expert on.

This project can also be a great way to share the knowledge with the production team. How many times have you fabricated a special prep and not seen it installed?

If there are any preps you especially want to see, talk with Steve or Tim Emborsky about what is planned next!

## Safety bar high

The recent OSHA inspection in the plant has raised the visibility of our safety programs



and practices. Despite a very low rate of accidents, our workplace is still filled with hazards. Here are some of the actions we are undertaking to reduce them:

1. Increased machine guarding on shears, foot pedals, stationary grinders, and other equipment.
2. Added eye-wash stations
3. Improved respirator program
4. Refurbished dust hogs for use when welding galvanealed material
5. Revised lock-out tag-out procedures
6. Additional personal protective equipment (PPE)

Supervisors, Line Leaders, and our safety Coordinator are our eyes and ears regarding safety in the workplace. Management depends heavily on you to enforce our safety expectations. Lives depend on your commitment to safety.

So be advised, the bar is higher on safety practices and programs. Help us and your team mates by following all the procedures to the letter. Together we can reach the goal of zero accidents in our workplace!

## Innovation

is a work in progress at HMF Express. This month we will begin introducing an innovative new job order system. This new system allows us to release jobs to the floor faster, thereby reducing the time orders sit in the offices. The new system also allows us to innovate our product design. You soon will see a draft version of the new job order in the shop.

The new job order is based on our existing job order layout, but it is slightly more compact. When you see it, give us your feedback good and bad, and we can incorporate many of your ideas into the final version.

Also look for the product design changes that will follow the new job orders. These include new tab and slot locations, very slight changes in brake press programs, refinements to the fit of the miters, and more.



## Health insurance

In May, we renew our annual health insurance policies. Initial pricing for this year was a 39% increase!

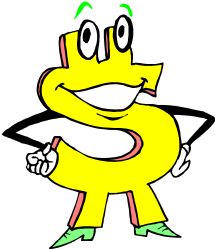
Scott has been working on affordable alternatives, including other carriers and even returning to the ADP Totalsource program we had in 2006-2007.

There will be some tough trade-offs as we try to bring the best possible insurance plan at the lowest possible price.

# It happens all the time ...

Hi HMF Express,

Just wanted to thank you for being you! Yes that's right. I got your message this morning in regards to shipping out the borrowed light for me ahead of schedule.



Can't thank you and everyone there enough for taking care of me.

Your customer,  
- Fred in Indiana

# DT welcome home!

David Taylor started in the hollow metal business with HMF in 1992. He was integral to the early success of HMF Manufacturers, and he relocated in 1998 to Phoenix, AZ as general manager of that start-up facility. He left the then Therma-Tru company in 2002.

### He's Back!

We are pleased to have David back at the current company, HMF Express. His balance of product, technical knowledge, and 20 years of experience will be a valuable asset to the HMF Express team.

David will be involved in product development, sales and growth opportunities.

His initial role is as a sales manager, with initiatives to build our organizational product knowledge.

He will also be doing a few operations projects with Mark. In addition, he is available for ad-hoc projects in product management, engineering, and production.

Look for David in all these areas as he gets reacquainted with our people, systems, and capabilities.



# Employees sound off!

This month we have Grant Repik sounding off. Grant says he loves this company (HMF Express), he likes the flexibility by working with the workload.

The pay is good but the workload is a little lighter than he would like for it to be. He likes all his co-workers.

Grant says he would like to eventually move on from being a shear operator to something else like powder-coat or paint-line, UL labels, safety coordinator, or even contributing to a training program for new hires.

He especially wants to train on safety because to him that is one of the most important things about working here. To Grant, safety means not getting hurt and everyone goes home the way they come each and every day.



I (JD) had the experience of working alongside of Grant for the past two weeks. I have learned that Grant is very detailed in his work and he wants everything to be perfect.

After a few days together I realized that this was just his everyday routine. I saw that he has a pattern or a system that works for him. It goes like this:

He looks at all his folders that are due, goes through each of them to make sure they are correct and complete, looks at the steel and puts all his steel sizes in line with each other so when he goes to get the steel, he can cut more than one job before he has to take it back.

I enjoyed working with Grant and learned to appreciate even more than I had what a great job you do for our customers.

Now that I have worked with Grant a while, I'm preparing to come your way too. My goal is to go through every job here and get a feel of your daily duties.

- JD Robinson

# Scott answers your employment questions:



**Dear Scott:** I have already used up the majority of the 32 absence hours that we are allowed per 6 month period. I want to make sure that I don't exceed this amount and I'm not sure when the new six month period begins. So what day does the new period begin?

- **Cutting it Close**

**Dear Cutting it Close:** Let me start by saying that our customers rely on our speed and service capabilities and that is why HMF

urges employees to always be at work on time. We know that this is not always possible and that is why HMF set up the policy that allows 32 absence hours per six month period.

A family medical leave or other special circumstances can use-up your hours quickly. When you are in this situation, you just have to plan in advance for every potential excused absence and get an approved leave for each one. When the 6-month clock resets you should be ok again. However, if you find that every 6 months you are cutting it close, you should get with your supervisor and talk about what needs to change so arriving at your scheduled time is not a problem.

The new six month period for allowable absence hours will start on June 27<sup>th</sup> and run through the end of the year. Employees are responsible for monitoring their own absence hours so if you are cutting it close make sure you keep track of how close you are. Stop by my office anytime if you have questions about your absence hours.

**April Birthdays**

Jamale	Waters	18
Randy	Bills	19
Maurice	Newkirk	25
Joel	Stanford	26