

PARAGON SERVICES ENGINEERING NEWSLETTER

February 2022

Winter Energy-Saving Tips For The Office

This winter, you'll want to keep your customers and employees warm. Did you know that by making a few changes your business can save on its energy use? From regulating your temperature to involving employees in your energy-saving objectives.

Lower your thermostat during off hours: The number one-way businesses waste money in the cold months is by heating unoccupied space. By setting thermostats to a comfortable temperature during working hours and setting your heat lower during "off" hours, you can significantly reduce your energy bill.

A programmable thermostat can be set to return temperatures to normal before your employees arrive and adjust the heat back down after the building is vacated. A programmable thermostat will also help reduce cooling bills during the summer. To conserve energy and reduce interior temperatures, turn off computers, monitors, printers, copiers and other

heat-producing technologies during non-business hours. Take advantage of off-peak hours. Energy is the most expensive during the peak hours of 9 a.m. to 5 p.m., and if you have equipment that requires a lot of energy, try to switch the use of your equipment, or operate it during off-peak hours. This may require a little more planning on your part, but it can reward you with substantial savings. Replace air filters and tune up systems. Regular maintenance of your HVAC (heating/ventilation/air conditioning) system not only keeps your systems operating at peak efficiency, which reduces energy bills, but it can also uncover small problems before they become expensive or dangerous. Consider setting up a schedule and reminders to regularly replace filters. This not only keeps internal parts clean but ensures that a dirty filter doesn't stop airflow

This increases energy efficiency and provides cleaner air.

Install lighting sensors that automatically turn lights on or off, depending on occupancy. These sensors work well in areas such as conference rooms, break rooms or individual offices that are not occupied continuously.

Small, inexpensive changes can really add up! These changes here generally don't require much money or effort but can pay off with real savings as you use energy in a smarter way.



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**PARAGON
SERVICES
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WANT TO CONTRIBUTE?

If you would like to share a story or contribute to Paragon Services Engineering's monthly newsletter. Please contact Angela at

adelgado@paragonservices.us.com



FREQUENTLY ASKED QUESTIONS

1. **Do I need to submit time off on Paycom?**
-Yes, all time off request including sick time, bereavement and jury duty need to be requested through Paycom. In the notes always put down if your property needs coverage.
2. **I punched in the wrong time can I change it?**
- Yes, you can change your time up until a day after the end of the pay period.
3. **Do I need to add a location every time I clock in?**
- If you are at a single property, no you do not need to add a location. If you travel to a different property yes you need to add what property you are at.
4. **Do I need to Approve my time everyday?**
- No, you only need to approve your timesheet at the end of the pay period.
5. **Do I need my overtime approved?**
- If your property manger does not approve your timesheet in Paycom, yes you need to still submit your overtime form.
6. **I have a California Meal Penalty (CMP) come up on my timesheet what does that mean?**
- You did not take your whole 30 min lunch, or you took your lunch after the start of your 5th hour.

Paragon Services Engineering Covid-19 Protocols



Face covering should be worn..

- While on site at all times
- Around vendors,
- Performing work related tasks.
- Waiting in line to go inside a store
- Shopping in a store
- In any public areas

Feeling Sick

- Employees who have symptoms of illness must stay home and not go to work.
- Employees should notify their supervisor and stay home if they are sick
- If you are sick with a fever, cough or having trouble breathing seek medical care.

Quarantine

- If you have tested Positive for the COVID-19 Virus, you must quarantine for at least **5** days. You may begin to be around others, after **5** days, only if you are symptom free. You are only required to obtain a Negative test result if recommended by the client.

FEDERAL GOVERNMENT MAKES FREE AT HOME TESTS AVAILABLE

Following the announcement by President Biden, and as a result of the shortages of tests and testing sites amidst the surge in Omicron, the federal government opened the portal to order at home tests. Each residence is allowed up to FOUR free at home tests. The shipping time is usually 7-12 days from the placement of the order. For more information or to order, please click [HERE](#).

Happy Birthday

2/1 – David Lytch

2/4 – James Johnson

2/10 – Jonathan Regenhardt

2/15 – Jose Duran

2/15 – Thomas Gentner

2/15 – William Reed



NOW HIRING

Know someone that would be an amazing addition to the Paragon Team?! We are currently recruiting for engineers for Los Angeles, Orange County, and San Diego (all skill levels of Building Engineers). If you know someone that is looking, please have them reach out to our Operations & Logistics Manager

Eric Dymek

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STRAWBERRY MOJITO COCKTAIL RECIPE

INGREDIENTS

- 1 ounce (30 ml) simple syrup ,
or to taste
- 3 (3) fresh strawberries
- 2-3 (4) fresh spearmint
- 1 ounce (30 ml) fresh lime juice
- 2 ounces (60 ml) light rum
- 3-4 ounces (90-120 ml) soda water



1. In a chilled highball glass (*about 10-12 ounces*), muddle the simple syrup, strawberries and mint leaves together with the back of a spoon or muddler. Crush the strawberries and mint leaves well.
2. Stir in the lime juice and rum. Fill the glass with ice and top off with soda water. Gently stir.
3. Garnish with mint sprigs or strawberry slices.