



PROMPT PRACTICES MEANS:

We must endeavor to "touch it once" and move on to the next task.

Our goal should be to have a "positive impact" on all of our partners and stakeholders.

PEOPLE

Respond to inquiries immediately

Unscheduled check-ins and conversations

PLACES

Maintenance orders processed quickly

Purchase orders processed quickly

POSSESSIONS

Labeling upon receipt and maintained throughout tenure of possession and use