

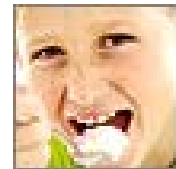
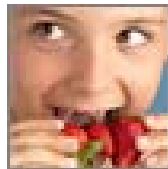
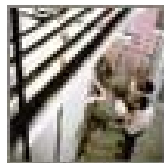
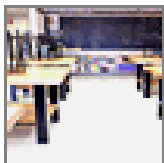
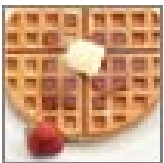


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**aramark**•net  
*Education (K-12)*

***Updating Process***

Updated July 25, 2007

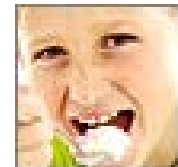
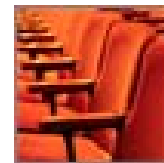
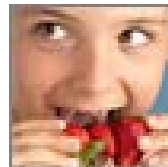
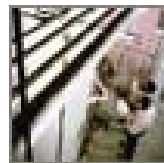
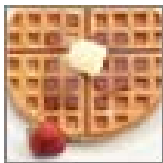


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## Table of Contents

- I. Process Summary
- II. Folder Structure
- III. Process Flow Chart & Tools
- IV. Current .net Initiatives
- V. Measurement

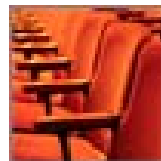
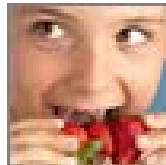
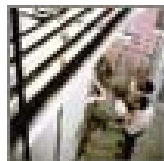
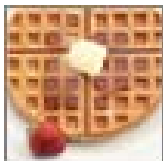


aramark *net*

*Education (K-12)*



# I. Process Summary



# aramark.net

## PROCESS SUMMARY



### What is the **NAME** of this Process?

*aramark.net Education (K-12) Updating Process*

### What is the **PURPOSE** of this Process?

*Provides clear guidelines and processes to complete updating requirements for aramark.net. Also, it provides a process to receive, evaluate and upload appropriate materials into aramark.net.*

### What is the **SCOPE** of this Process?

*The process spans the submittal of materials to the publishing of these materials on aramark.net.*

### How is this **BETTER** for the customer & ARAMARK than the existing process?

*An existing updating process for aramark.net Education (K-12) did not exist.*




### What is the **VALUE** to the customer?

*Provides accountability and ownership for the many facets of keeping aramark.net Education (K-12) up-to-date. Provides guidelines for discussion during aramark.net Education (K-12) strategic meetings.*

### How will we **COMPARE** or **MEASURE** this to demonstrate Best Practice?

- |   |                         |   |                              |
|---|-------------------------|---|------------------------------|
| 1 | Historic Usage Charting | 3 | 2007 Initiatives Implemented |
| 2 | Feedback Forum Summary  | 4 | Customer Survey Results      |

### CHECKLIST for Submittal

- |                          |                                                                                     |                                |                                                                                                  |                  |
|--------------------------|-------------------------------------------------------------------------------------|--------------------------------|--------------------------------------------------------------------------------------------------|------------------|
| <input type="checkbox"/> |  | <b>Process Summary</b>         | Understand the purpose of the process (this document)                                            | Process Link     |
| <input type="checkbox"/> |  | <b>Implementation Tool Kit</b> | How to implement the new process, including baseline documentation                               | Tool Kit Link    |
| <input type="checkbox"/> |  | <b>Measurement System</b>      | What is the impact? How will I know if this is successful and what will I use to report results? | Measurement Link |

### WHO submitted/developed this Best Practice?

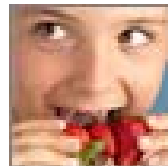
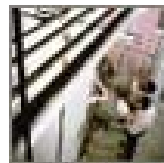
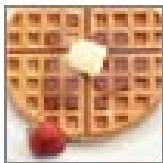
Darlene Alu	Ashley Morse	Chris Stemen	Katelyn Jenkins
IT	Marketing	Marketing	Marketing
215.238.3363	434.531.8538	203.318.2123	215.238.6884

aramark●net

*Education (K-12)*



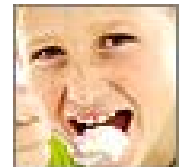
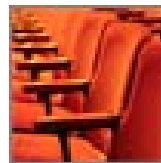
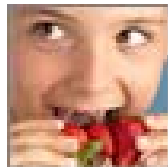
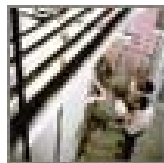
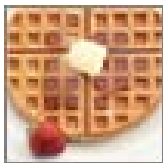
## II. Folder Structure

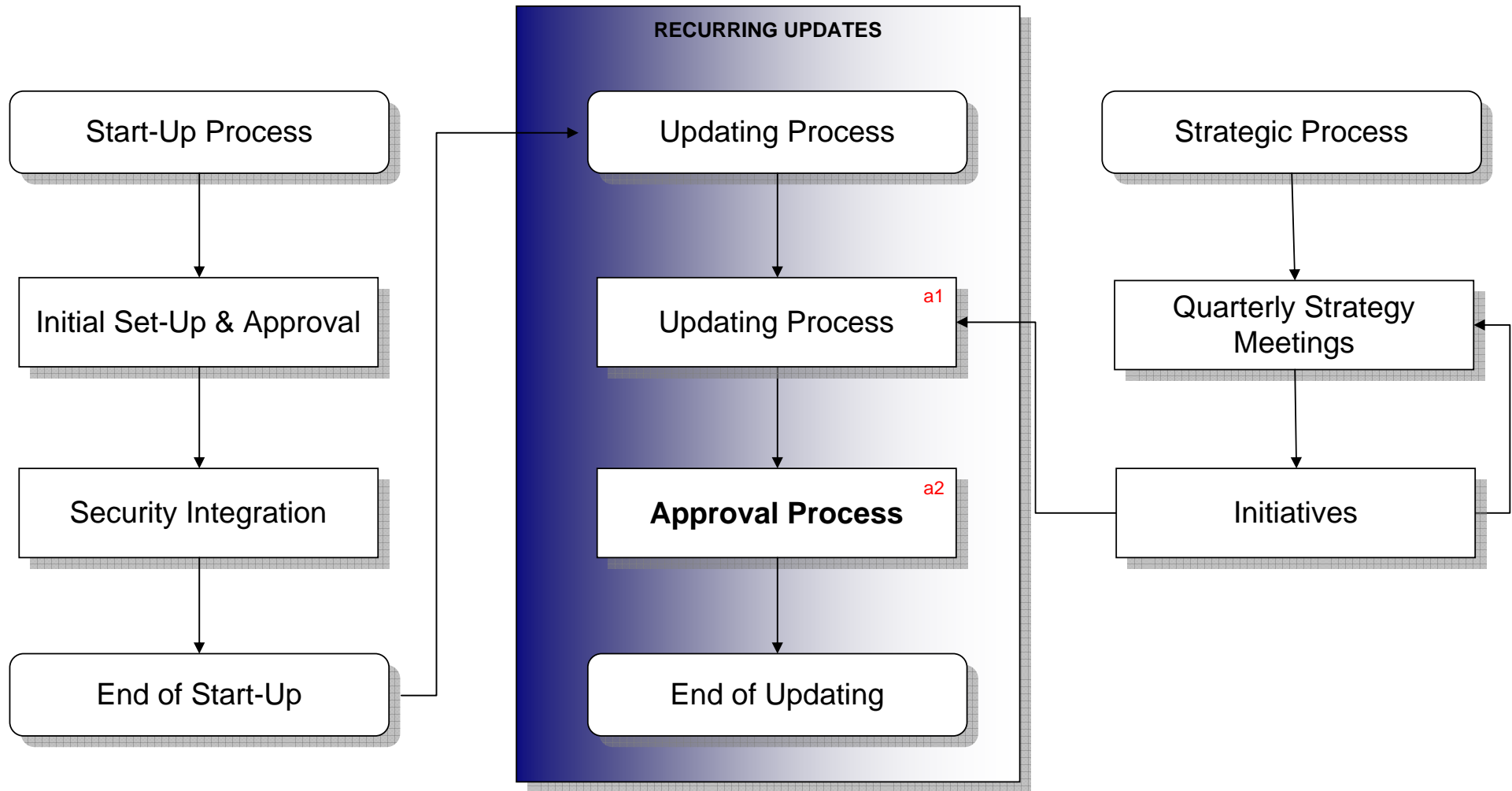


Folder Name	Content Manager	Content Owner / SME	Web Page		Content		
			PowerPoint	Ektron Layout	Gathering	Uploading	MetaData/ Shelf Life
<b>HOME</b>		Darlene Alu	✓	✓	✓	✓	✓
Senior Team Message	Alu	Patty Pezzotti	✓	✓	✓	✓	✓
What's New		.net Team	✓	✓	✓	✓	✓
In the Spotlight		Katelyn Jenkins	✓	✓	✓	✓	✓
People on the Move		Susan Groves	✓	✓	✓	✓	✓
Fresh Eyes		??	✓	✓	✓	✓	✓
<b>EDUCATION SERVICES - Home Page</b>		Katelyn Jenkins	✓	✓	✓	✓	✓
Dining Brands	Stemen	Kerri Dixon	✓	✓	✓	✓	✓
Catering		Kerri Dixon	✓	✓	✓	✓	✓
Nutrition Awareness		Cheryl Tilles / Kerri Dixon	✓	✓	✓	✓	✓
Supplemental Programs		Kerri Dixon	✓	✓	✓	✓	✓
Maintenance		Merrill kaney	✓	✓	✓	✓	✓
Custodial		Craig Arnold	✓	✓	✓	✓	✓
Grounds		Craig Arnold	✓	✓	✓	✓	✓
Energy Management		Brian Lott	✓	✓	✓	✓	✓
Capital Program Management		Ron Mesaros	✓	✓	✓	✓	✓
Building Commissioning		Jim Ridge	✓	✓	✓	✓	✓
Strategic Planning		Ron Mesaros	✓	✓	✓	✓	✓
Facility Condition Assessment		Anthony Young	✓	✓	✓	✓	✓
Priority Needs Assessment		Anthony Young	✓	✓	✓	✓	✓
Sustainability Planning		Chris Stemen	✓	✓	✓	✓	✓
Utility Master Planning	Matt Judge	✓	✓	✓	✓	✓	
<b>MARKETING - Home Page</b>		Darlene Alu	✓	✓	✓	✓	✓
<b>Development &amp; Processing</b>	Cathy Schlosberg						
Advertising		Stephany Johnson	✓	✓	✓	✓	✓
Thought Leadership		Stephany Johnson	✓	✓	✓	✓	✓
Competitor Information		Katelyn Jenkins	✓	✓	✓	✓	✓
Collateral Materials		Stephany Johnson / Jennifer Epsolon	✓	✓	✓	✓	✓
Trade Shows		Jennifer Epsolon	✓	✓	✓	✓	✓
Other Marketing Tools		Katelyn Jenkins / Stephany Johnson	✓	✓	✓	✓	✓
<b>Operator Tools</b>							
Dining Brands		Mike Pursell	✓	✓	✓	✓	✓
Supplemental Programs		John Kandemir	✓	✓	✓	✓	✓
Promotions		Kerri Dixon	✓	✓	✓	✓	✓
Nutrition Awareness		Cheryl Tilles	✓	✓	✓	✓	✓
Communication Tools		Kerri Dixon	✓	✓	✓	✓	✓
Recipes		Mike Pursell	✓	✓	✓	✓	✓
Menu Templates	Kerri Dixon	✓	✓	✓	✓	✓	
Reporting Tools	Amy Szwajkowski	✓	✓	✓	✓	✓	
<b>MANAGER CENTER FACILITIES - Home Page</b>		Jim Bostian	✓	✓	✓	✓	✓
<b>Manager Center Tools</b>	Jim Bostian						
Community Relations		Jim Bostian	✓	✓	✓	✓	✓
Facility Associations		Jim Bostian	✓	✓	✓	✓	✓
Performance & Reporting		Jim Bostian	✓	✓	✓	✓	✓
<b>What's New / In the News</b>		Jim Bostian	✓	✓	✓	✓	✓
<b>Custodial</b>		Craig Arnold	✓	✓	✓	✓	✓
<b>Grounds</b>	Craig Arnold	✓	✓	✓	✓	✓	
<b>Maintenance</b>	Merrill Kaney	✓	✓	✓	✓	✓	
<b>MANAGER CENTER FOOD - Home Page</b>		Jim Stilwell	✓	✓	✓	✓	✓
<b>CFR / OpX Standards</b>	Veena Puri	Jim Stilwell	✓	✓	✓	✓	✓
<b>Food Industry Links</b>		Darlene Alu	✓	✓	✓	✓	✓
<b>Food Production Management</b>		Jim Stilwell	✓	✓	✓	✓	✓

Folder Name	Content Manager	Content Owner / SME	Web Page		Content		
			PowerPoint	Elektron Layout	Gathering	Uploading	MetaData/ Shelf Life
<b>FINANCE &amp; ACCOUNTING - Home Page</b>		Mike Tuvell / Nick Wilkin	✓	✓	✓	✓	✓
<b>Facilities</b>	<b>Mike Tuvell &amp; Nick Wilkin</b>						
Accounts Payable		John Mauger / Steve McCoy	✓	✓	✓	✓	✓
Accounts Receivable		John Mauger / Steve McCoy	✓	✓	✓	✓	✓
Assets & Fixed Assets		John Mauger / Steve McCoy	✓	✓	✓	✓	✓
inSight Budget		Josy Shank	✓	✓	✓	✓	✓
Contract Administration		John Mauger	✓	✓	✓	✓	✓
Financial Close		John Mauger	✓	✓	✓	✓	✓
Payroll		John Mauger / Lisa Jernigan	✓	✓	✓	✓	✓
Sarbanes - Oxley		John Mauger / Dianna Chinn	✓	✓	✓	✓	✓
Tools for Success		Josy Shank / Jenny Healy	✓	✓	✓	✓	✓
Forms		Suzanne Chmelik	✓	✓	✓	✓	✓
<b>Food</b>							
Accounts Payable		Jo Ann Brinkley	✓	✓	✓	✓	✓
Accounts Receivable		Jo Ann Brinkley	✓	✓	✓	✓	✓
Assets & Fixed Assets		Jo Ann Brinkley	✓	✓	✓	✓	✓
inSight Budget/Projection/Proforma	Scott Holt	✓	✓	✓	✓	✓	
Contract Administration	Mark Mennutti	✓	✓	✓	✓	✓	
Financial Close	Jo Ann Brinkley	✓	✓	✓	✓	✓	
Payroll	Jo Ann Brinkley / HR	✓	✓	✓	✓	✓	
Sarbanes - Oxley	Mark Mennutti	✓	✓	✓	✓	✓	
Tools for Success	Scott Holt / Jo Ann Brinkley	✓	✓	✓	✓	✓	
Forms	Susan Resto	✓	✓	✓	✓	✓	
<b>HUMAN RESOURCES - Home Page</b>		Yaritza Rios	✓	✓	✓	✓	✓
<b>Career Development</b>	<b>Christina Estrada</b>	Yaritza Rios	✓	✓	✓	✓	✓
<b>CMP</b>		Yaritza Rios	✓	✓	✓	✓	✓
<b>Employee Recognition (Shining Star)</b>		Yaritza Rios	✓	✓	✓	✓	✓
<b>Labor &amp; Employment Relations</b>		Yaritza Rios	✓	✓	✓	✓	✓
<b>Employment Practices</b>		Yaritza Rios	✓	✓	✓	✓	✓
<b>New Hire Tools</b>		Yaritza Rios	✓	✓	✓	✓	✓
<b>Payroll &amp; Administration</b>		Yaritza Rios	✓	✓	✓	✓	✓
<b>Talent Acquisition</b>		Yaritza Rios	✓	✓	✓	✓	✓
<b>Training &amp; Development</b>		Yaritza Rios	✓	✓	✓	✓	✓
<b>Forms</b>		Yaritza Rios	✓	✓	✓	✓	✓
<b>INFORMATION TECHNOLOGY - Home Page</b>		Nestor Miyares	✓	✓	✓	✓	✓
<b>EDP Charges</b>	<b>Jim Accardi</b>	Nestor Miyares	✓	✓	✓	✓	✓
<b>FSA</b>		Scott Holmes / Tyson Whittle	✓	✓	✓	✓	✓
<b>IT Marketing</b>		Nestor Miyares	✓	✓	✓	✓	✓
<b>Network Install</b>		Nestor Miyares	✓	✓	✓	✓	✓
<b>PC Procurement / Help</b>		Nestor Miyares	✓	✓	✓	✓	✓
<b>POS Resources</b>		Nestor Miyares	✓	✓	✓	✓	✓
<b>Project Management</b>		Nestor Miyares	✓	✓	✓	✓	✓
<b>SALES / G-FORCE - Home Page</b>		Tasha Flores	✓	✓	✓	✓	✓
<b>Account Opening Plans</b>	<b>Deb DeVoe</b>	Tasha Flores	✓	✓	✓	✓	✓
<b>Base Build-Out Programs</b>		Tasha Flores	✓	✓	✓	✓	✓
<b>Cover Letter Samples</b>		Tasha Flores	✓	✓	✓	✓	✓
<b>General Sales Process &amp; Other Sales Tools</b>		Tasha Flores	✓	✓	✓	✓	✓
<b>Presentations</b>		Tasha Flores	✓	✓	✓	✓	✓
<b>Proposals</b>		Tasha Flores	✓	✓	✓	✓	✓
<b>RFP / RFQ Sample Forms</b>		Tasha Flores	✓	✓	✓	✓	✓
<b>Videos &amp; Video Clips</b>		Tasha Flores	✓	✓	✓	✓	✓
<b>CONTACTS</b>		Darlene Alu	✓	✓	✓	✓	✓
<b>Contact Lists</b>	<b>Christina Estrada</b>	Patty Pezzotti / Susan Groves / Admins	✓	✓	✓	✓	✓
<b>Org Charts</b>		Tasha Flores	✓	✓	✓	✓	✓
<b>FEEDBACK &amp; SUBMISSIONS</b>							
<b>Feedback Form</b>	<b>Morse &amp; Alu</b>	Ashley Morse	✓	✓	✓	✓	✓
<b>Submissions Form</b>		Darlene Alu	✓	✓	✓	✓	✓

## III. Process Flow Chart & Tools





**TOOLS:**

- a1 Recurring Updating Checklist
- a2 New Content Request Checklist

Occurrence	Location	Title	Owner	Notes
<input type="checkbox"/> 1 As Needed	Home	What's New	Darlene	Ash Create a process checklist
<input type="checkbox"/> 2 Monthly	Home	In the Spotlight	KJ	KJ Create a process checklist
<input type="checkbox"/> 3 Monthly	Home	Senior Team Message	Patty Pezzotti	
<input type="checkbox"/> 4 Quarterly	Home	People on the Move	Susan Groves	Send out: August 1 (buffer time), February 1, May 1, November 1
<input type="checkbox"/> 5 Monthly	Contacts	Contact Lists & Org Charts	Susan Groves & Regional Admins	Ash Create a process checklist - 8th of each month
<input type="checkbox"/> 6 Periodic	Archives	All Archives	Darlene	Ongoing - update as needed
<input type="checkbox"/> 7 Monthly	Marketing	Menu Templates	Kerri Dixon	
<input type="checkbox"/> 8 Monthly	Home	MRMP	Sara Wagner	
<input type="checkbox"/> 9 Quarterly	Marketing	Stepping Stones	Stephany Johnson	
<input type="checkbox"/> 10 Monthly	Marketing	GMG	Kerri Dixon	Middle of every month send e-mail if haven't received.
<input type="checkbox"/> 11 Monthly	Marketing	Fuel	Kerri Dixon	
<input type="checkbox"/> 12 Monthly	Marketing	CPTs	SanBee Blair	Need to receive each month by 15th
<input type="checkbox"/> 13 As Needed	Manager Center Facilities	What's New		Ash Create a process checklist
<input type="checkbox"/> 14 As Needed	Manager Center Food	What's New		
<input type="checkbox"/> 15 Monthly	MC Fac & Food	Community Relations	Gwen High	Chris needs to check on this
<input type="checkbox"/> 16 As Needed	MC Fac	Technical Training	Lane, Craig, Linda, Leon's group	Ash Create a process checklist
<input type="checkbox"/> 17 Annual	Finance Fac: Payroll	Documents	Facilities Payroll/Peter Braun	
<input type="checkbox"/> 18 Annual	Finance Fac: Financial Close	Documents	John Mauger	
<input type="checkbox"/> 19 Annual	IT	EDP Charges	Nestor Miyares	
<input type="checkbox"/> 20 Periodic	Site Map	Site Map	Darlene Alu	As needed

## HOME - What's New

- As Needed** As any relevant information from members of the Education community is submitted to Katelyn, Darlene or Ashley, it should be assessed for content.
- For any news item submitted, at least 2 people from our group (Katelyn, Darlene, Ash, Chris) need to agree on the posting.
- For the time being, content that is specifically related to a tool for facilities only or food only groups should be posted on the respective Manager Centers.
- If the content is deemed appropriate by two or more people in our .net group, Darlene can post it.
- Individual who submitted news item will receive e-mail confirming information has been uploaded and published on the intranet. Likewise, if content was not posted, individual will receive a note as to why.

Note: Review News Monthly for relative content - archive items that are past relevance.

**HOME - In the Spotlight**

*Tools*      *Contact Note*  
*Tools*      *Interview Questions*  
*Tools*      *Interview List: 2006-7 Calendar*

- 1st**      Contact Individuals selected for the month and request an interview date and time. Also request a digital picture.
- 15th**      Complete interviews.
- 20th**      Write up interview.
- 21st**      Send interview to interviewee for approval/review.
- 25th**      Upon confirmation of approval send interview and digital picture to Darlene Alu.
- 27th**      Darlene will put information in appropriate Ektron format
- 28th**      Katelyn will receive e-mail confirming information has been uploaded and published on the web.
- Last Day**      Monthly aramark.net content approval meeting.

**Helpful Hints:**      *"10 mins with" is in Large Font*  
                                 *Individual's title is in Regular Font*  
                                 *Picture should be about 100 pixels wide*

Month	Person	Group	Contacted (Y/N)	Interviewed (Y/N)	Picture (Y/N)	Finalized (Y/N)	Posted (Y/N)
April	Tim Waldsmith	DM	Yes	Yes	Yes	Yes	Yes
May	Jim Accardi	IT	Yes	Yes	Yes	Yes	Yes
June	Carrington Carter	HR	Yes	Yes			
July	Patty Pezzotti	Executive					
August	Sales DBD*	Sales					
September	Veena Puri / Jim Bostian	SLE VP					
October	(to be chosen by J. Gilliam)	Finance					
November	Ron Mesaros	Technical Services					
December	(to be chosen from Q3 Perf. Excellence Award Nominations)	FLM					
January	Community Relations Manager	Marketing					
February	Steve Mallozzi	Legal					
March	Ron Fiddler	VPO					

\* Sales DBD with most recent Sales Win will be interviewed

### Interview Demographics

By Group	Count
DM/RDM	1
Employee	
Executive	1
Finance	1
FLM	1
HR	1
IT	1
Legal	1
Marketing	1
Safety	
Sales	1
Service Line Expertise	1
Support/Development	
Technical Services	1
VP/RVP/VPO	1

Alternative People to add to the interviews could come from: Awards, College Hires, New Hires, New Positions, New Business Opps.

Dear Interviewee (will be personalized),

**Congratulations!** You have been selected to be featured on "In the Spotlight" on aramark.net, Education (K-12). "In the Spotlight" highlights individuals throughout our entire organization, allowing others to gain a greater understanding of our team's strengths, roles and responsibilities.

Over the next week, you will be contacted to schedule a short interview (30 minutes) with one of our team members to discuss a few interesting facts about you, and your role with ARAMARK.

Additionally, we will need a digital photo of you to accompany your interview.

We appreciate your willingness to participate and look forward to working with you.

Thank you for your cooperation.

The aramark.net Team

PS - If you would prefer not to be interviewed, please reply directly to this email.

**Current Position**

What are your primary duties as a (position)? i.e. – job requirements / responsibilities  
What kind of unique situations have you encountered in your position?  
If you could develop a bumper sticker for ARAMARK Education, what would it say?  
What is your most important / proudest accomplishment as a (position)?  
What are some of your goals and aspirations in your current position?  
Describe the most imaginative or innovative idea that you have implemented.  
How many people are you responsible for in your position?  
To what do you attribute your success with your client?  
What types of pressures do you experience on your current job?  
What are some of the challenges you have faced in your current position?  
What kinds of opportunities have you encountered?

**Client**

What services do we provide to (client)?  
What is the greatest area of value we provide to your client?  
Describe the relationship that (client) enjoys with (client).  
How do you differentiate between what is important to the client and what is important to ARAMARK – or are they one in the same?  
Describe a large project you are currently undergoing or completed recently at (client).

**Management Strategy**

What is your strategy for managing others?  
How do you motivate your team?  
What steps do you take to develop an employee?  
Describe a situation where you had to motivate your team to accomplish a difficult task.  
You have multiple commitments. How do you schedule your time and set priorities?  
How do you develop trust amongst your coworkers / clients?

**ARAMARK**

Why did you choose ARAMARK?  
How long have you worked for ARAMARK?  
How are you advancing the overall objectives of ARAMARK Education?  
In what ways has your experience with ARAMARK Education helped you grow?  
Moving forward, what do you foresee in ARAMARK Education's future?  
What are your major sources of business information?  
What are your major sources of ARAMARK information and updates?

**Personal**

How would you describe yourself?  
What motivates you to put forth your best effort?  
What are your interests?  
People would be surprised to know that....?

**Miscellaneous**

Final thoughts?  
Did you know?

aramark.net

Updating Checklist

2006-2007



Recurrence: Monthly

Owner: Alu

## HOME - Senior Team Message

- TBD** As soon as the Senior Team Message for Education is sent out in e-mail form to the entire community, it is also posted on .net.

### Regional Newsletters

<u>Region</u>	<u>Frequency</u>	<u>Admin</u>	<u>No Newsletter</u>
Northeast	Quarterly	Tisha Ziegler	Great Lakes
Southeast	Quarterly	Jason Striplin	Midwest/West
Mid-Atlantic	Quarterly	Denise Whittaker	
South Central	Monthly	Linda Martin	

### Process

- If Newsletter hasn't been provided to Darlene by October 8 / January 8 / April 8 / July 8 (for quarterly newsletters), she will send email to those Regional Admins reminding them to send the Newsletter. If not received by 8th of each month for monthly newsletters, Darlene will email that Admin.
- 15th of those months, the Newsletter should have been received & posted.
- Review at quarterly team meetings.

**aramark.net**

Updating Checklist

2006-2007



**Recurrence:** Quarterly

**Owner:** Christina Estrada

### People on the Move

- Quarterly**      Christina will approve the "People on the Move" lists
- Following**      Susan Groves will then send the list to Darlene for posting on .net.
- Following**      Darlene will send an e-mail reply back confirming the People on the Move is posted.

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Updating Checklist

2006-2007



**Recurrence:** As Needed

**Owner:** Alu

## SITE MAP

- TBD** Update links within Site Map as new pages and/or sections are added/deleted.

## CONTACTS

### Tools

- Admin Distribution List (on Upkeep Sheet)
- Copy of letter for first round of Contacts, as well as for new Administrators
- Templates of Contact Lists (Regions and Functional)

- 1st** Send email to all admins reminding them to update their Contact Lists and Org Charts.
- 14th** Receive all new Org Charts and Contacts Lists by the 15th.
- 15th** Post all new Org Charts and Contact Lists on the 16th, or the next earliest business day after the 15th.
- Following Posting** Send an email to all admins confirming the new posting.

Hello all,

In efforts to increase communication to the Education community, our new Aramark.net website Contacts page will feature organizational charts and contact lists that are specifically tailored for use within our line of business.

The overall goal for aramark.net is to foster an Education community online where we can proactively and effectively represent the most up-to-date information to our team. In creating the Contacts page, we hope to accomplish this endeavor by providing a mechanism to allow the Education community to access information on how to locate and network across the entire line of business.

You have been chosen as the designated individual to help represent a specific aspect within our business unit (i.e. - HR, Finance, Marketing) to alert the aramark.net team of org chart changes and/or contact information changes.

The following is the procedure for which information should be conveyed for aramark.net postings:

- **Between the 1<sup>st</sup> and 5<sup>th</sup> of every month** - You will receive a "Review Contacts Updates" e-mail asking you to review the e-mail attachments that contain copies of existing org charts and contact lists and to provide changes where necessary.\*

\*Please see attached PDF for a copy of the process and procedure.

- **14<sup>th</sup> of every month** - Due date for submitting contact updates from you and/or your team.\*

\* The updated contact information will be posted on the Education aramark.net Contacts page by the 15<sup>th</sup> of every month, or the next business day.

Should you have any questions, please contact Susan Groves at your earliest convenience.

Sincerely,  
The Aramark.net Team

**Manager Center Facilities - What's New**

- As Needed** Manager Center Facilities News Items are posted on an as needed basis. Although anyone is allowed to submit a request for posting a news item in Manager Center Facilities, there are a couple of people who submit quite frequently. Please see chart below as a reference.

**NOTE:**

*Please remove news items on Manager Center Facilities page if more than 2 months old. Also please remember to post all items in the Archived section as well. Archived items should remain posted for up to one year if relevant. (Example: sometimes supply chain has promotions, those items are not relevant for more than 3 months so they need to be removed once the promotion has ended).*

Topic	Person (s) Submitting	Library location for posting	Additional Instructions
Recalls	Lane Pierce	These actually need to be saved to the Shared: Manager Center Facilities: Maintenance: Safety folder.	They also need to be posted in the recall section of Safety as well: <a href="https://www.aramark.net/education/home/topic.aspx?id=2060&amp;contentid=43644">https://www.aramark.net/education/home/topic.aspx?id=2060&amp;contentid=43644</a>
Supply Chain Announcement	Linda Dikun, Trisha Varnas, Karyn Verber	If possible, link to something on Supply Chain. If not possible please save to Shared: Manager Center Facilities: In the News	These tend to be 3 month things! Please make sure to take down and not leave in archive when they are old.
ISISPro Enhancements	Nick Kourentas	These actually need to be saved to the Shared: Manager Center Facilities: Maintenance: ISISPro Folder.	They also needed to be posted in the ISISPro Enhancements Section of Maintenance on page: <a href="https://www.aramark.net/education/home/topic.aspx?id=2060&amp;contentid=37861">https://www.aramark.net/education/home/topic.aspx?id=2060&amp;contentid=37861</a>

## Operating Standards

### Tools

- Template E-mail to send to Merrill*
- Instruction Sheet on gathering data*

- 1st** Send E-mail to Merrill Kaney with Operating Standards Unique Visits Tally

## Operating Standards Data - Steps for Access

- Step One: Access [www.aramark.net/stats](http://www.aramark.net/stats)
- Step Two: Click on "Education (K-12)".
- Step Three: Type in "anonymous" as the username and leave the password field blank, then hit "Enter".
- Once the main page has loaded, select the month you are collecting data for in the upper left-hand corner of the page.
- Next scroll down the left-hand side of the page until you find "Pages" and click on it.
- Once the graphs for the "Pages" section have loaded on the right-hand side of the page, go to the "Search" button that is located right above the data table.
- You need to conduct 4 searches. To do this, simply type in the page number for each of the 4 pages and write down the total number of unique visits those pages received for that month. The 4 numbers you need to search for are:
  - Main Operating Standards Home Page: 37650
  - Maintenance Standards Page: 28141 (with 2059 as the basic)
  - Custodial Standards Page: 28144 (with 2059 as the basic)
  - Grounds Standards Page: 28146 (with 2059 as the basic)

Merrill -

Here are the WebTrends for Operating Standards for **Enter Month**.

### **Education (K-12) Operating Standards Info**

Main Operating Standards Home Page: **107** unique visits

<https://www.aramark.net/education/home/topic.aspx?id=2043&contentid=37650>

Maintenance Standards Page: **54** unique visits

<https://www.aramark.net/education/home/basic.aspx?id=2059&contentid=28141>

Custodial Standards Page: **92** unique visits

<https://www.aramark.net/education/home/basic.aspx?id=2059&contentid=28144>

Grounds Standards Page: **30** unique visits

<https://www.aramark.net/education/home/basic.aspx?id=2059&contentid=28146>

*Note: "**Visits** - Number of visits on the specified day of the week. If the report period is longer than one week, and there are, for example, two Mondays, the value represented includes the combined total of both Mondays. A visit is a series of actions that begins when a visitor views the first page from the server, and ends when the visitor leaves the site or remains idle beyond the idle-time limit. The default idle-time limit is 30 minutes. This time limit can be changed by the system administrator."*

Thanks!

**MANAGER CENTER Facilities - Technical Training Center**

**Tools**

- Visio Calendar
- Travel Templates
- Request for Training Posting Templates

- Every Quarter** Send note to all Program Managers with copy of Request for Training Posting Templates
  - Allen Bassham, Robert Maloney, Jeff Nichter, John VonKerens and cc Leon Koehler
  - If the group has any new trainings, please post on Technical Training Center
  - Make sure to add trainings to Technical Request Training Form and the overall calendars as well.
  
- As needed**
  - Frequently check the Training Center out. When you reach the week of the class, make sure it is "closed" on the web and the request form no longer has it listed.
  - At the beginning of the month make sure to take down the old calendar.
  - For Craig Arnold and Lane Pierce's trainings, Linda Brost will e-mail a note if they are full or need to be cancelled.







**Section:** Education Services

**ELC:** Cathy Schlosberg

















**Updated:** 5.1.07

Reviewed & Updates Submitted (X = Done)				
Folder Name		Content Owner	Page id's	Library Location
<b>Education Services</b>		<b>Cathy Schlosberg</b>	topic.aspx?id=2054	Services
<b>Dining Brands</b>		<b>Michael Pursell</b>	topic.aspx?id=2054&contentid=37839	Services: Breakfast_and_Lunch
<b>Catering</b>		<b>Katelyn Jenkins</b>	topic.aspx?id=2054&contentid=37841	Services: Catering
<b>Nutrition Awareness</b>		<b>Cheryl Tilles</b>	topic.aspx?id=2054&contentid=37840	Services: Nutrition_Awareness
<b>Supplemental Programs</b>		<b>Kerri Dixon</b>	topic.aspx?id=2054&contentid=37842	Services: Food_-_Other
<b>Maintenance</b>		<b>Jim Bostian/Merrill Kaney</b>	topic.aspx?id=2054&contentid=37748	Services: Maintenance
<b>Custodial</b>		<b>Jim Bostian/Craig Arnold</b>	topic.aspx?id=2054&contentid=37749	Services: Custodial
<b>Grounds</b>		<b>Jim Bostian/Craig Arnold</b>	topic.aspx?id=2054&contentid=37750	Services: Grounds
<b>Energy Management</b>		<b>Brian Lott</b>	topic.aspx?id=2054&contentid=37745	Services: Energy
<b>Capital Program Management</b>		<b>Scott Hartman</b>	topic.aspx?id=2054&contentid=37746	Services: Capital_Prog_Mgmt
<b>Building Commissioning</b>		<b>Jim Ridge</b>	topic.aspx?id=2054&contentid=37747	Services: Bldg_Commissioning
<b>Strategic Planning</b>		<b>Ron Mesaros</b>	topic.aspx?id=2054&contentid=37843	Services: Planning_and_Assessment
Facility Condition Assessment		<b>Anthony Young</b>	topic.aspx?id=2075	Services: Planning_and_Assessment
Priority Needs Assessment		<b>Anthony Young</b>	topic.aspx?id=2075&contentid=38368	Services: Planning_and_Assessment
Sustainability Planning		<b>Christopher Stemen</b>	topic.aspx?id=2075&contentid=38366	Services: Planning_and_Assessment
Utility Master Planning		<b>Matt Judge</b>	topic.aspx?id=2075&contentid=38365	Services: Planning_and_Assessment

Section: Marketing

ELC: Cathy Schlosberg

Updated: 5.1.2007

Reviewed & Updates Submitted (X = Done)				
Folder Name	Content Owner		Page id's	Library Location
 Marketing				
 Marketing Home Page	Katelyn Jenkins		topic.aspx?id=2093	Marketing
 Advertising	Stephany Johnson		topic.aspx?id=2208	Marketing
 Thought Leadership	Stephany Johnson		topic.aspx?id=2209	Marketing: Thought Leadership
 Competitor Information	Katelyn Jenkins		topic.aspx?id=2210	Marketing
 Collateral Materials	Stephany Johnson/Jennifer Epsolon		topic.aspx?id=2211	Marketing
 Trade Shows	Jennifer Epsolon		topic.aspx?id=2212	Marketing
 Other Marketing Tools	Katelyn Jenkins/Stephany Johnson		topic.aspx?id=2205	Marketing: Sales Tools
 Dining Brands	Mike Pursell		topic.aspx?id=2077	Marketing: OWC, 12 Spot, UBU
 Supplemental Programs	John Kandemir		topic.aspx?id=2198	Marketing: AMP UP, Catering, Meal Parts, SnackFactor
 Promotions	Kerri Dixon		topic.aspx?id=2187	Marketing: Promotions, CPT
 Nutrition Awareness	Cheryl Tilles		topic.aspx?id=2218	Marketing: Nutrition Awareness, Spike
 Communication Tools	Kerri Dixon		topic.aspx?id=2242	Marketing: Comm Tools
 Recipes	Mike Pursell		topic.aspx?id=2146	Marketing: Recipes
 Menu Templates	Kerri Dixon		topic.aspx?id=2280	Marketing: Menu Templates
 Reporting Tools	Amy Szwajkowski		topic.aspx?id=2139	Marketing

Section: Manager Center - Facilities

ELC: Jim Bostian

Updated: 4.27.07

Reviewed & Updates Submitted (X = Done)				
Folder Name		Content Owner	Page id's	Library Location
<b>Manager Center Facilities</b>		Jim Bostian	topic.aspx?id=2042	*
<b>In the News Archive</b>		Leon Koehler	topic.aspx?id=2043&contentid=37894	SHARED: MC Facilities: In the News OR it is in another SHARED: MC Facilities folder per process documentation.
<b>Management Tools</b>				
Community Relations		Gwen High	topic.aspx?id=2043&contentid=37649	MC Facilities: Community Outreach
Facility Associations		Merrill Kaney	topic.aspx?id=2043	MC Facilities: Facility Associations
Operating Standards		Merrill Kaney	topic.aspx?id=2043&contentid=37650	SHARED: MC Facilities: Operating Standards for the stuff on the Main Operating Standards page.
Order Stationary		Katelyn Jenkins	http://aramark.cgintl.com/Index.cfm?strUse=Aramark&strPass=Ne	*
Performance & Reporting		Jeff Nichter	topic.aspx?id=2043&contentid=37651	MC Facilities: Performance & Reporting
<b>Quick Links</b>				
<b>Maintenance</b>		Merrill Kaney and Lane Pierce	basic.aspx?id=2059	*
Training		Merrill Kaney and Lane Pierce	topic.aspx?id=2060	For the CMT tests, Affinity program documents and trinity training documents contact Peter Braun with questions. These are all in shared facility files.
Operating Standards		Allen Bassham and Peter Braun	basic.aspx?id=2059&contentid=28141	At present all documents reside in Education Facilities Folders. Please contact Peter Braun for questions.
Program Overview		Merrill Kaney and Lane Pierce	topic.aspx?id=2060&contentid=37857	SHARED: MC Facilities: Maintenance: Program Overview for most. Exceptions are Operating Standards (see above) or SOPs..all of those documents are in Education Facilities folders.
Ask the Expert		Merrill Kaney and Lane Pierce	topic.aspx?id=2060&contentid=37858	*
Safety		Merrill Kaney and Lane Pierce	topic.aspx?id=2060&contentid=37859	SHARED:MC Facilities: Maintenance: Safety (with the exception of SOP 600's that are in Education Facilities).
ISISPro		Nick Kournetas	topic.aspx?id=2060&contentid=37860	SHARED: MC Facilities: Maintenance: ISISPro
Satisfaction Management		Merrill Kaney and Lane Pierce	topic.aspx?id=2060&contentid=37862	*
Energy		Merrill Kaney and Lane Pierce	topic.aspx?id=2060&contentid=37863	SHARED: MC Facilities: Maintenance: Energy
Assessment Supply Tools		Merrill Kaney and Lane Pierce	topic.aspx?id=2060&contentid=37864	SHARED: MC Facilities: Maintenance: Assessment Tools (with the exception of the CMT tests, that is a shared page that you cannot edit. Contact Peter Braun for changes).
Maintenance Supply Chain		Merrill Kaney and Lane Pierce	/scm/home/local.aspx?id=332	Please contact David Peterson in Supply Chain with questions.
Recommended Links		Merrill Kaney and Lane Pierce	topic.aspx?id=2060&contentid=37866	*
<b>Custodial</b>		Craig Arnold	basic.aspx?id=2057	*
Training		Craig Arnold	topic.aspx?id=2058	*
Operating Standards		Allen Bassham and Peter Braun	basic.aspx?id=2059&contentid=28144	At present all documents reside in Education Facilities Folders. Please contact Peter Braun for questions.
Systems		Craig Arnold	topic.aspx?id=2058&contentid=37847	Main Systems documents are in: SHARED: MC Facilities: Technical Training. Other Documents are in SHARED: MC Facilities: Custodial: Systems.
Tech Bulletins		Craig Arnold	topic.aspx?id=2058&contentid=37848	All documents on this page are shared facilities. Please contact Peter Braun with questions.
Safety		John Toxic	http://www.aramarksp.com/	Please contact John with any questions regarding this page.
Equipment		Craig Arnold	topic.aspx?id=2058&contentid=37850	SHARED: MC Facilities: Custodial: Equipment houses most items. Link to the Equipment manual goes to a
Assessment Tools		Craig Arnold	topic.aspx?id=2058&contentid=37853	SHARED: MC Facilities: Custodial: Assessment Tools
Smart Cart		Karen Verber and Linda Dikun	http://isisxfer3.fss.aramark.com/SmartCartWeb/WebForms/frmlLogin	Contact Karyn and Linda to start any inquires into Smart Cart.
Recommended Links		Craig Arnold	topic.aspx?id=2058&contentid=37854	*
<b>Grounds</b>		Craig Arnold	basic.aspx?id=2061	*
Training		Craig Arnold	topic.aspx?id=2062	SHARED: MC Facilities: Grounds
Operating Standards		Allen Bassham and Peter Braun	basic.aspx?id=2059&contentid=28141	At present all documents reside in Education Facilities Folders. Please contact Peter Braun for questions.
Systems		Craig Arnold	topic.aspx?id=2062&contentid=37854	SHARED: MC Facilities: Grounds (with exceptions of the grounds manual, Peter Braun can edit that)
Equipment		Craig Arnold	/scm/home/local.aspx?id=332	Please contact David Peterson in Supply Chain with questions.
Safety		John Toxic	http://www.aramarksp.com/	Please contact John with any questions regarding this page.
Assessment Tools		Craig Arnold	topic.aspx?id=2062&contentid=37854	SHARED: MC Facilities: Grounds
Pest Management		Craig Arnold	topic.aspx?id=2062&contentid=37854	SHARED: MC Facilities: Grounds
Recommended Links		Craig Arnold	topic.aspx?id=2062&contentid=37854	*
BenchMARK		Greg Bomke	http://www.ae-webservices.com/b	Contact Greg with any questions/comments.
CMP		Yaritzza	topic.aspx?id=2166	*
EFOAT		Lane Pierce	https://www.aramark.net/efqat.n	Contact Lane with any questions/comments.
InSight		Jeanne Johnson	topic.aspx?id=1441	Contact Jeanne for any questions/comments.
ISISPro		Nick Kournetas	topic.aspx?id=2060&contentid=37860	SHARED: MC Facilities: Maintenance: ISISPro



**Section:** Manager Center - Facilities

**ELC:** Jim Bostian

**Updated:** 4.27.07

Reviewed & Updates Submitted					
Folder Name	(X = Done)	Content Owner	Page id's	Library Location	
Partnership for Success		<b>Robert Meyer</b>	https://www.aramark.net/psp.nsf/		*
Smart Cart		<b>Karyn Verber and Linda Dikun</b>	http://isisxfer3.fss.aramark.com/SmartCartWeb/WebForms/frmLogin.aspx?ReturnUrl=%2fSmartCartWeb%2fWebForms%2fShopping%2ffrmShoppingCart.aspx	Contact Karyn and Linda to start any inquires into Supply Chain.	
Supply Chain		<b>Karen Verber and Linda Dikun</b>	/scm/home/local.aspx?id=332	Contact Karyn and Linda to start any inquires into Smart Cart.	
Technical Training		<b>Leon Koehler</b>	topic.aspx?id=2043&contentid=37	SHARED: MC Facilities: Technical Training	

**Note: \* means we don't know folder location**



Section: Manager Center Food

ELC: Veena Puri

Updated: 5.1.2007

Reviewed & Updates Submitted (X = Done)				
Folder Name	Content Owner		Page id's	Library Location
Manager Center Food				
Manager Center Food Home Page	Jim Stilwell		topic.aspx?id=2306	Manager Center Food
What's New / In the News	Darlene Alu/Katelyn Jenkins		topic.aspx?id=2306	Manager Center Food: Manager News
CFR/OpX Standards	Jim Stilwell		topic.aspx?id=2358	Manager Center Food
Food Production Management Home Page	Jim Stilwell		topic.aspx?id=2316	Food Production Management
FPM Menu Planning	Jim Stilwell		topic.aspx?id=2320	Food Production Management
FPM Pre-Costing	Jim Stilwell		topic.aspx?id=2322	Food Production Management
FPM Forecasting	Jim Stilwell		topic.aspx?id=2324	Food Production Management
FPM Establishing Needs	Jim Stilwell		topic.aspx?id=2326	Food Production Management
FPM Purchasing	Jim Stilwell		topic.aspx?id=2328	Food Production Management
FPM Receiving/Storage	Jim Stilwell		topic.aspx?id=2330	Food Production Management
FPM Production/Service	Jim Stilwell		topic.aspx?id=2332	Food Production Management
FPM Accountability	Jim Stilwell		topic.aspx?id=2334	Food Production Management
FPM Training	Jim Stilwell		topic.aspx?id=2336	Food Production Management
FPM Forms	Jim Stilwell		topic.aspx?id=2338	Food Production Management

Section: Finance & Accounting

ELC: Jeff Gilliam, Mike Tuvell (FAC), Nick Wilkin (Food)

Updated: 4.24.07

Reviewed & Updates Submitted (X = Done)				
Folder Name	Content Owner	Page id's	Library Location	
Finance & Accounting Home Page	Mike Tuvell and Nick Wilkin	basic.aspx?id=2157	*	
<b>FACILITIES</b>				
Accounts Payable	John Mauger	topic.aspx?id=2158	All library documents in shared facilities folder. Peter Braun will know who upkeepes (in case they get old!)	
Accounts Receivable	John Mauger	topic.aspx?id=2158&contentid=39772	All library documents in shared facilities folder. Peter Braun will know who upkeepes (in case they get old!)	
Assets & Fixed Assets	John Mauger	topic.aspx?id=2158&contentid=39773	All library documents in shared facilities folder. Peter Braun will know who upkeepes (in case they get old!)	
inSight Budget	Josy Shank	topic.aspx?id=1441	We have no control over this. Contact Jeanne Johnson for any changes to inSight page.	
Contract Administration	John Mauger	topic.aspx?id=2158&contentid=39774	Accounting & Finance: Contract Admin	
Financial Close	John Mauger	topic.aspx?id=2158&contentid=39775	Accounting & Finance: Financial Close	
Payroll	Peter Braun/Becky Loughry	topic.aspx?id=2234&contentid=2011	The middle content blocks for all payroll pages are not controlled by us. Peter Braun edits. We have to edit the right-hand side navigation when Peter asks us too though.	
Sarbanes - Oxley	John Mauger	topic.aspx?id=2158&contentid=40524	Accounting & Finance: SOX	
Tools for Success	Josy Shank/Jenny Healy	topic.aspx?id=2158&contentid=39776	Accounting & Finance: Tools for Success	
Forms	Suzanne Chmelik	topic.aspx?id=2158&contentid=39777	Forms are all cross-linked from the other pages in Finance & Accounting.	
<b>FOOD</b>				
Accounts Payable	JoAnn Brinkley	topic.aspx?id=2159	Accounting & Finance: Accounts Payable	
Accounts Receivable	JoAnn Brinkley	topic.aspx?id=2159&contentid=39784	Accounting & Finance: Accounts Receivable	
Assets & Fixed Assets	JoAnn Brinkley	topic.aspx?id=2159&contentid=39785	Accounting & Finance: Assets & Fixed Assets	
inSight Budget/Projection and Proforma	Scott Holt	topic.aspx?id=2159&contentid=39786	Accounting & Finance: Insight	
Contract Administration	Scott Holt	topic.aspx?id=2159&contentid=39787	Accounting & Finance: Contract Admin	
Financial Close	JoAnn Brinkley	topic.aspx?id=2159&contentid=39788	Accounting & Finance: Financial Close	
Payroll	JoAnn Brinkley	topic.aspx?id=2159&contentid=39790	Accounting & Finance: Payroll	
Sarbanes - Oxley	Scott Holt	topic.aspx?id=2159&contentid=39791	Accounting & Finance: SOX	
Tools for Success	Scott Holt	topic.aspx?id=2159&contentid=39792	Accounting & Finance: Tools for Success	
Forms	Susan Resto	topic.aspx?id=2159&contentid=39793	Forms are all cross-linked from the other pages in Finance & Accounting.	

# Education aramark.net Upkeep Sheet



**Section:** Human Resources

**ELC:** Christina Estrada, Yaritza Rios











**Updated:** 4.30.07

Reviewed & Updates Submitted (X = Done)				
Folder Name	Content Owner		Page id's	Library Location
HR				
HR Home	Yaritza Rios		topic.aspx?id=2179	
Career Development	Yaritza Rios		topic.aspx?id=2165	
CMP	Yaritza Rios		topic.aspx?id=2166	
Employee Recognition: Shining Star Recognition Program Overview	Yaritza Rios		topic.aspx?id=2182	
Shining Stars: Areas of Recognition	Yaritza Rios		topic.aspx?id=2183	
Shining Stars: Best Practices	Yaritza Rios		topic.aspx?id=2184	
Shining Stars: Templates & Samples	Yaritza Rios		topic.aspx?id=2185	
Shining Stars: Ordering Supplies	Yaritza Rios		topic.aspx?id=2186	
Labor & Employment Relations	Yaritza Rios		topic.aspx?id=2167	
New Hire Tools	Yaritza Rios		topic.aspx?id=2164	
New Hire W-4 Procedures	Yaritza Rios		topic.aspx?id=2163	
WOTC	Yaritza Rios		topic.aspx?id=2162	
Payroll & Administration	Yaritza Rios		topic.aspx?id=2161	
Pennsylvania Fingerprint Process	Yaritza Rios		topic.aspx?id=2548	
Profit Center Re-Opening	Yaritza Rios		/topic.aspx?id=2160	
Talent Acquisition	Yaritza Rios		topic.aspx?id=2180	
Applicant Screening Checklist	Yaritza Rios		topic.aspx?id=2177	

**Section:** Human Resources

**ELC:** Christina Estrada, Yaritza Rios

**Updated:** 4.30.07

Reviewed & Updates Submitted (X = Done)				
Folder Name	Content Owner		Page id's	Library Location
 Training & Development	Yaritza Rios		topic.aspx?id=2176	
 ARAMARK Academy	Yaritza Rios		topic.aspx?id=2175	
 Pathways to Leadership Overview	Yaritza Rios		topic.aspx?id=2170	
 PTL Regional Training Centers	Yaritza Rios		topic.aspx?id=2173	
 PTL Onboarding Timelines	Yaritza Rios		topic.aspx?id=2174	
 PTL Incentive Guidelines	Yaritza Rios		topic.aspx?id=2171	
 PTL Best Practices	Yaritza Rios		topic.aspx?id=2172	
 Competency Development Guide	Yaritza Rios		<a href="https://www2.aramark.net/fss/sss/mdr/default.htm">https://www2.aramark.net/fss/sss/mdr/default.htm</a>	
 Meal Rate Conversion Tools	Yaritza Rios		topic.aspx?id=2168	
 Forms	Yaritza Rios		topic.aspx?id=2181	

Education aramark.net Upkeep Sheet



Section: Information Technology

ELC: Jim Accardi

Updated: 4.30.07

Reviewed & Updates Submitted (X = Done)				
Folder Name	Content Owner	Reviewed & Updates Submitted (X = Done)	Page id's	Library Location
IT				
IT Home	Nestor Miyares		topic.aspx?id=2050	
EDP Charges	Nestor Miyares		topic.aspx?id=2063	
FSA Home	Nestor Miyares		topic.aspx?id=2046	
FSA Security Administration	Nestor Miyares		topic.aspx?id=2047	
FSA Help	Nestor Miyares		topic.aspx?id=2048	
IT Marketing	Nestor Miyares		topic.aspx?id=2051	
Network Install	Nestor Miyares		topic.aspx?id=2049	
PC Procurement/ Help	Nestor Miyares		topic.aspx?id=2053	
PC Procurement Form	Jim Accardi		emailform.aspx?id=40317	
POS Resources	Nestor Miyares		topic.aspx?id=2064	
Project Management	Nestor Miyares		topic.aspx?id=2052	

Section: Sales

ELC: Deb DeVoe, Kevin Finlay

Updated: 5/3/2007

Reviewed & Updates Submitted (X = Done)				
Folder Name	Content Owner		Page id's	Library Location
Sales/G-Force Home Page	Deb DeVoe		topic.aspx?id=2028	*
Account Opening Plans	Tasha Flores		topic.aspx?id=2033	Sales and G-Force
Base Build Out Programs	Tasha Flores		topic.aspx?id=2036	*
Adulting Feeding Programs	Tasha Flores		topic.aspx?id=2037	Sales and G-Force: Base Build-out Programs
Camp Services	Tasha Flores		topic.aspx?id=2038	Sales and G-Force: Base Build-out Programs
Co-Op Schools	Tasha Flores		topic.aspx?id=2039	Sales and G-Force: Base Build-out Programs
Day Care Feeding	Tasha Flores		topic.aspx?id=2040	Sales and G-Force: Base Build-out Programs
Summer Feeding	Tasha Flores		topic.aspx?id=2041	Sales and G-Force: Base Build-out Programs
BenchMARK Database	Greg Bomke		<a href="http://www.ae-webservices.com/benchmark/bench_mark/execute/">http://www.ae-webservices.com/benchmark/bench_mark/execute/</a>	Contact Greg with any questions/comments.
Cover Letter Samples	Tasha Flores		topic.aspx?id=2035	Sales and G-Force: Cover Letters
General Sales Process & Other Sales Tools	Tasha Flores		topic.aspx?id=2029	Sales and G-Force: Other Sales Tools
Presentations	Tasha Flores		topic.aspx?id=2032	Sales and G-Force: Presentations
Proposals	Tasha Flores		topic.aspx?id=2031	Sales and G-Force: Proposal Templates
RFP/RFQ Sample Forms	Tasha Flores		topic.aspx?id=2034	Sales and G-Force: RFP and RFQ
Video & Video Clips	Kerri Dixon / Stephany Johnson		topic.aspx?id=2030	Sales and G-Force: Videos



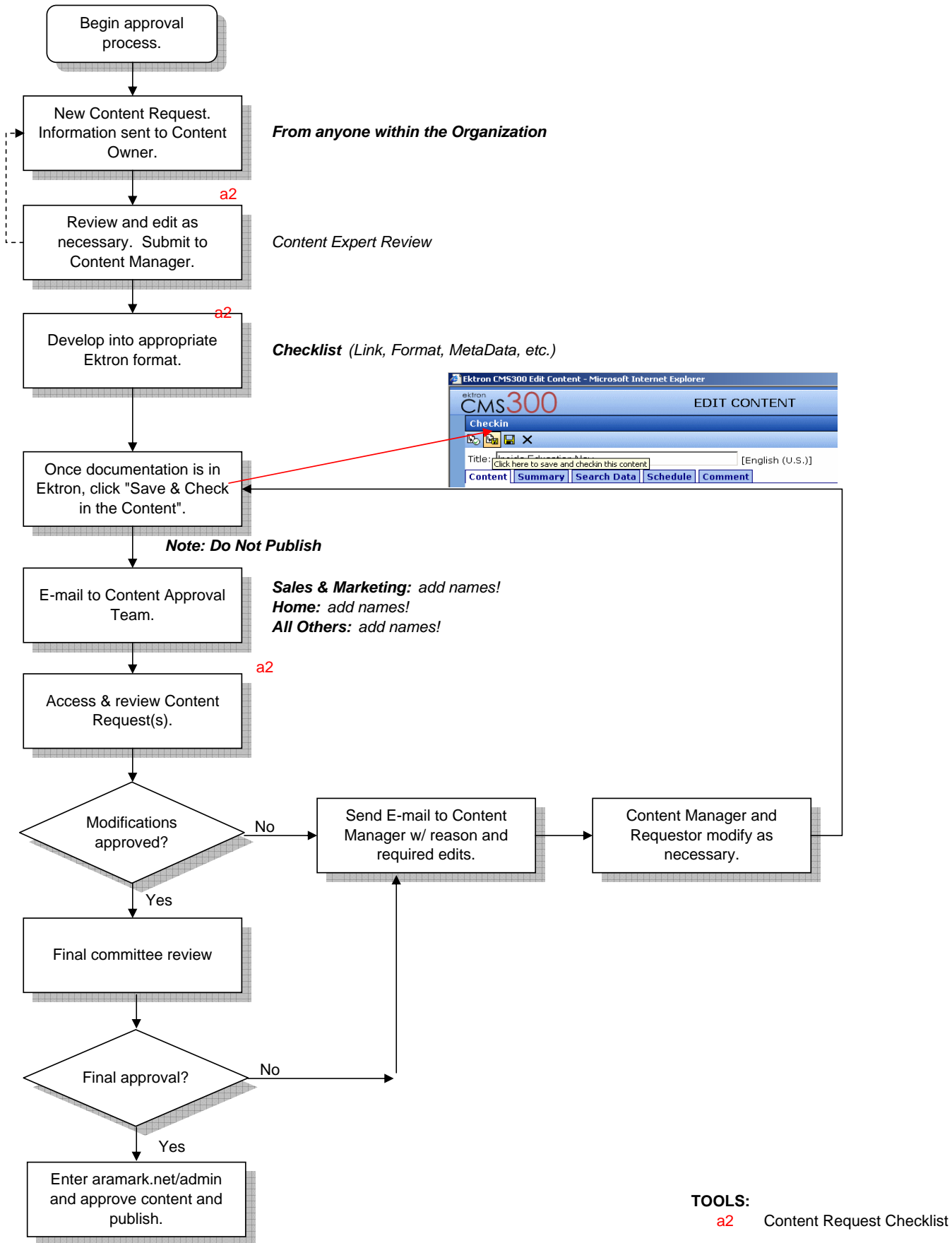
Section: Contacts

ELC: Christina Estrada

Updated: 5.1.2007

Reviewed & Updates Submitted (X = Done)				
Folder Name	Content Owner		Page id's	Library Location
<b>Contacts</b>			basic.aspx?id=2094	Contacts
<b>Org Charts</b>	Susan Groves			
<b>Great Lakes Contact List</b>	Terry Rutherford			
<b>Mid-Atlantic Contact List</b>	Denise Whittaker			
<b>Southeast Contact List</b>	Lorraine Guitard			
<b>Northeast Contact List</b>	Tisha Ziegler			
<b>South Central Contact List</b>	Linda Martin			
<b>Midwest/West Contact List</b>	Heidi Essery			
<b>Senior Team Contact List</b>	Patty Pezzotti			
<b>IT Contact List</b>	Natalie Boehly			
<b>Marketng Contact List</b>	Shelly Moore			
<b>Legal Contact List</b>	Jennifer McCarty			
<b>Tech Svcs Contact List</b>	Jennifer McCarty			
<b>SLE Contact List</b>	Natalie Boehly			
<b>Finance Contact List</b>	Susan Resto			
<b>HR Contact List</b>	Susan Groves			
<b>Sales Contact List</b>	Tasha Flores			

Folder Name	E-mails
<input type="checkbox"/> HOME <ul style="list-style-type: none"> <li><input type="checkbox"/> Feedback Form</li> </ul>	Darlene Alu, Katelyn Jenkins, Chris Stemen, Ashley Morse
<input type="checkbox"/> EDUCATION SERVICES <ul style="list-style-type: none"> <li><input type="checkbox"/> Energy Management</li> <li><input type="checkbox"/> Capital Program Management</li> <li><input type="checkbox"/> Building Commissioning</li> <li><input type="checkbox"/> Strategic Planning                             <ul style="list-style-type: none"> <li><input type="checkbox"/> Facility Condition Assessments</li> <li><input type="checkbox"/> Priority Needs Assessments</li> <li><input type="checkbox"/> Sustainability Planning</li> <li><input type="checkbox"/> Utility Master Planning</li> </ul> </li> </ul>	Brian Lott Scott Hartman Jim Ridge Anthony Young Anthony Young Chris Stemen Matt Judge
<input type="checkbox"/> MANAGER CENTER FACILITIES <ul style="list-style-type: none"> <li><input type="checkbox"/> Manager Center Tools                             <ul style="list-style-type: none"> <li><input type="checkbox"/> Community Relations</li> <li><input type="checkbox"/> Operating Standards</li> <li><input type="checkbox"/> Performance &amp; Reporting</li> </ul> </li> <li><input type="checkbox"/> Quick Links                             <ul style="list-style-type: none"> <li><input type="checkbox"/> Maintenance                                     <ul style="list-style-type: none"> <li>- Ask the Expert</li> <li>- ISISpro</li> </ul> </li> <li><input type="checkbox"/> Custodial</li> <li><input type="checkbox"/> Grounds</li> </ul> </li> </ul>	Gwen High, David Gargione, Karen Cutler Allen Bassham Lavonda Prempas Lane Pierce and Merrill Kaney Multiple names on the page! Nick Kourentas Craig Arnold Craig Arnold
<input type="checkbox"/> FINANCE & ACCOUNTING <ul style="list-style-type: none"> <li><input type="checkbox"/> Food                             <ul style="list-style-type: none"> <li><input type="checkbox"/> Accounts Payable</li> <li><input type="checkbox"/> Accounts Receivable</li> <li><input type="checkbox"/> Assets &amp; Fixed Assets</li> <li><input type="checkbox"/> inSight Budget/Projection and Proforma</li> <li><input type="checkbox"/> Contract Administration</li> <li><input type="checkbox"/> Forms</li> </ul> </li> </ul>	Steve Hoffacker and Rich Kotzker Marita Williams Tyson Whittle Scott Holt and Ron Haegele Chinar Trivedi and Scott Holt Susan Resto
<input type="checkbox"/> INFORMATION TECHNOLOGY <ul style="list-style-type: none"> <li><input type="checkbox"/> Project Management</li> <li><input type="checkbox"/> Help/PC Procurement</li> <li><input type="checkbox"/> Network Install</li> <li><input type="checkbox"/> FSA Help</li> </ul>	Tyson Whittle Brooke Benoit, Chris Augustin, Darlene Alu Geralyn Teufel and Don Purvis Scott Holmes
<input type="checkbox"/> MANAGER CENTER FOOD <ul style="list-style-type: none"> <li><input type="checkbox"/> Food Production Management                             <ul style="list-style-type: none"> <li><input type="checkbox"/> Home</li> </ul> </li> </ul>	Jim Stilwell, Ray Danilowicz
<input type="checkbox"/> SALES/G-FORCE <ul style="list-style-type: none"> <li><input type="checkbox"/> Home</li> <li><input type="checkbox"/> Videos &amp; Video Clips</li> </ul>	Tasha Flores Stephany Johnson
<input type="checkbox"/> HUMAN RESOURCES <ul style="list-style-type: none"> <li><input type="checkbox"/> New Hire Tools                             <ul style="list-style-type: none"> <li><input type="checkbox"/> WOTC Process</li> </ul> </li> <li><input type="checkbox"/> Talent Acquisition                             <ul style="list-style-type: none"> <li><input type="checkbox"/> Applicant Screening Checklist</li> </ul> </li> </ul>	Yaritza Rios Louis Reigel



### Concept Checklist

- Discuss concept of new page/content layout
- Create mock-up of new page/content layout in PowerPoint
- Send mock-up to all parties and agree on final look
- Translate the PowerPoint into Ektron format

### Content Checklist

- Check Spelling
- Grammar Review
- MetaData in Documents
- MetaData in Main Pages
- Validate Links
- Ease of Understanding (intuitiveness)

### Format Checklist

- Font Validation
- Continuity with Section
- Color Scheme
- Appropriate Security
- Expiration Date

### Final

- Ashley Morse, Chris Stemen, Darlene Alu or Katelyn Jenkins must approve before publication.

## Basics

- As you are working on things, you can publish them as long as the pages are not tied into anything yet.

## Main Home Page Sections Specific Checklist

For each main section's homepage (Ex: Education Services) please ensure the following:




- Search Data: Add Title and Keywords (Keywords are separated by semi-colon)
- Schedule: Put timeline of 1 year from proposed launch: April 1st, 2008
- Comment: You need to specify a few things. (1) Audience: Education, (2) Purpose: To inform Education Community, (3) Content Requestor: your name, (4) Shelf Life: One Year

## Content Checklist

### Ektron Page

- Title each new page
- Check spelling on each page
- Perform grammar review on each page
- Validate links

### Documents and Images

- Put MetaData in documents (Found under File > Properties usually).
- Spell check all documents
- All documents above 750KB in size should be zipped. Use the executable icon for links to these documents.
- Ensure all documents over 500K have a note with them that is "SmallFontRed".  [Community Outreach](#) [526 KB, Dial-up: 22 secs]  [Community Outreach](#) [2.4 MB, Dial-up: 2 mins] (when over 1 minute, round up or down appropriately the amt of seconds to reflect just mins)
- Place appropriate icon by all linked documents - SAMPLE:  [Community Outreach Matrix](#)  
Note: Links to websites outside of the intranet, use the Internet Explorer icon, but no icon is used for links to other pages within the intranet.
- Ensure all hyperlinked images have alt tags (Example: "Click for Maintenance"). This can be entered in Picture Properties under "Title".
- Non-hyperlinked images will show NO alt tags; so the title of the image in Picture Properties that is automatically generated must be deleted.
- Ensure all links to any document open in a new window.

## Format Checklist

### Font

- Section Titles are in "LargeFontBold" and are ALL CAPS & centered.
- Page Titles are in "LargeFontBold" and are NOT all caps (left-aligned next to header icon, w/space in between).
- Titles within blue bars are "NormalFont Bold" with "FeatureHdrFontWhite" and are ALL CAPS and left-aligned.
- Regular Text: Normal Font
- Hyperlinks within text stay same, font = Normal
- Hyperlinks in side Navigation automatically size correctly when you hyperlink them (they will be small font).

### Tables

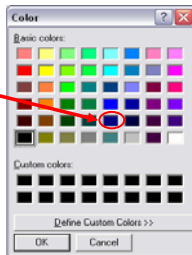
- Blue Bars for titling have height=24, valign=middle (height must be entered in HTML code).

### Images

- Main Header Images/Icons: 52x52 pixels (will be prepopulated in folders with grey border), with space between it and the Page Title
- Document icons (xls., doc., pdf., etc.) are 15x15 pixels (will be prepopulated in folders).
- Note: To align the document icon w/the text, choose "AbsMiddle" for "Alignment" in the Picture Properties.
- Note: Images that are hyperlinks will display their title when you "scroll over" them with your mouse. So the titles need to reflect the appropriate action. Example: for the Maintenance Picture. The title of the image should be "Click for Maintenance". (Title is entered in Picture Properties and populates the alt tag.)

### Color

- Blue Bars



## Final

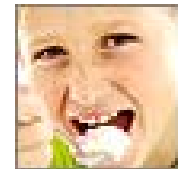
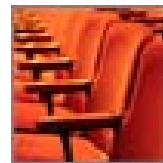
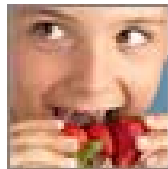
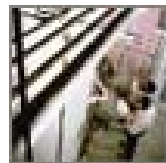
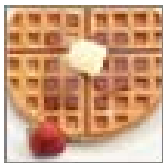
- Before telling Team a section is final, please write down any administrative duties that need to take place for a Section on a "process template form".
- Have Ashley Morse, Chris Stemen, Darlene Alu and Katelyn Jenkins approve each Section and administrative duties on-going for that section.
- As Section is approved by Team - Internal Communications needs to be notified so they can review/approve.
- Have formal review with Jim Accardi and Cathy Schlosberg before launch.
- Right before launch, we need to send "Thank You" and a summary of the respective on-going administrative policies to each Executive and their content provider(s).

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Education (K-12)



## IV. Current .net Initiatives



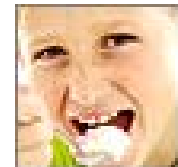
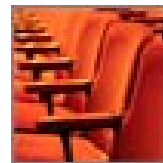
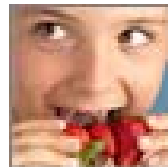
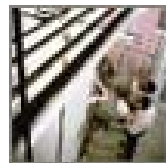
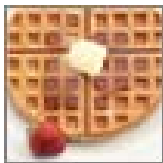


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## V. Measurement



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## Measurement

April 2007 - April 2008



**Data Pulled: Monthly**  
**Owner: Darlene Alu**

Topic	Measurement Type
<input type="checkbox"/> 2007 Initiatives	List of all activities for the year
<input type="checkbox"/> WebTrends	Monthly data pulls from WebTrends, Ektron's Statistics Server
<input type="checkbox"/> Feedback Form	Monthly data pulls from Ektron form submissions



### Feedback Submitted via Form on .net

Date Submitted	Comments	FormTitle	Respondent E-mail	Respondent Name	Section
7/24/2007 13:42	A link should be placed under each promotions page (FUEL and IMPACT Jr.)for ordering.	Feedback Form(1)	blair-sanbee@aramark.com	SanBee Blair	Marketing
7/23/2007 12:16	Would like to see the monthly menu calendars available for the entire school year - by end of July - this would be productive for many schools	Feedback Form(1)	duff-robin@aramark.com	Robin Duff	Marketing
7/20/2007 14:15	Great addition to the Education site! I would like to see more updated ALERTS, including food safety alerts.	Feedback Form(1)	lyons-brian@aramark.net	Brian	Safety
7/20/2007 8:37	I like the way this pay is laid out, at a glance I can navigate my needs	Feedback Form(1)	ashe-cahy@aramark.com	cathy ashe	Home
7/19/2007 19:15	the website is oh soooo cool!	Feedback Form(1)	rhood2309@hotmail.com	Reba Hood	Education Services
7/19/2007 15:44	Information and ease is great. I love the In the Spotlight section.	Feedback Form(1)	march-linda@aramark.com	Linda March	Education Services
7/19/2007 15:34	The new web-site is much more user friendly.	Feedback Form(1)	nyman-jennier@aramark.com	Jennifer Nyman	Education Services
7/19/2007 10:42	As an intern with the HR group for K-12 education, I found the website to be insightful. I particularly found the section titled "recognition program" to be helpful. I agree that in order to keep employees satisfied and performing their best, they must be shown that they are acknowledged and appreciated	Feedback Form(1)	Mak-elaine@aramark.com	Elaine Mak	Human Resources
7/18/2007 13:28	I think all the changes to make the website user friendly has deffinatly helped! Its so nice to understand where your going and looking into, and able to find your way back to where you started. I didnt like to get on the site previous to the changes, now I dont feel that fustration when searching for what I look for. Thanks, and keep up the great work!	Feedback Form(1)	sepulveda-stefnie@aramark.com	Stefnie D. Sepulveda	Entire Site
7/18/2007 9:40	Excellnet resorce for managers	Feedback Form(1)	frey-mike@aramark.com	Mike FREy	Manager Center: Facilities

### Feedback Submitted via Form on .net

Date Submitted	Comments	FormTitle	Respondent_E-mail	Respondent_Name	Section
7/13/2007 9:08	The site is very organized and straight forward. I was really impressed with the payroll information was current and up to date with hour rate changes and with which states it would affect. I also like the crisp icons/pictures embedded on the various web pages.	Feedback Form(1)	walker-karen@aramark.com	Karen W. Walker	Entire Site
7/12/2007 13:16	Education (K-12) under equipment - manuals. The manuels have ServiceMaster on them. Is this ok. I was told in past that we can not have ServiceMaster on equipment etc.	Feedback Form(1)	ball-susan@aramark.com	Susan Ball	Other
7/12/2007 13:16	Education (K-12) under equipment - manuals. The manuels have ServiceMaster on them. Is this ok. I was told in past that we can not have ServiceMaster on equipment etc.	Feedback Form(1)	ball-susan@aramark.com	Susan Ball	Other
7/12/2007 11:15	I use ARAMARK.net on a daily basis to find information. It is a very helpful resource.	Feedback Form(1)	mccauley-elizabeth@aramark.com	Elizabeth McCauley	Entire Site
7/11/2007 16:45	Alot of great information; changes recently have made it easier to find things	Feedback Form(1)	ginn-tom@aramark.com	Tom Ginn	Manager Center: Facilities
7/10/2007 20:01	Do we have a Mentoring/Developmental program in place for our entry level employee's that are interested in moving up the chain? It not I couldn't think of a better marketing strategy than investing in our people to offer the client an even higher standard of quality.	Feedback Form(1)	martin-donna@aramark.com	Donna Martin	Education Services
7/10/2007 20:01	Do we have a Mentoring/Developmental program in place for our entry level employee's that are interested in moving up the chain? It not I couldn't think of a better marketing strategy than investing in our people to offer the client an even higher standard of quality.	Feedback Form(1)	martin-donna@aramark.com	Donna Martin	Education Services
7/3/2007 16:49	The updated training information is very user friendly and in a concise format. Easy to locate when and where a training is being held.	Feedback Form(1)	hunter-lauren@aramark.com	Lauren Hunter	Manager Center: Facilities

### Feedback Submitted via Form on .net

Date Submitted	Comments	FormTitle	Respondent_E-mail	Respondent_Name	Section
6/25/2007 11:33	I just finished browsing the new website as well as the available links. Very informative and easy to use. I've been with ARAMARK for 12 years and the website changes that have taken place in the last year have made it much easier to navigate to what you are looking for. Since we are a large group spread out all over the world, it's nice to find as much information as possible in one place. It also gives you a better feeling of being connected.	Feedback Form(1)	sontheimer-yvonne@aramark.com	Yvonne Sontheimer	Education Services
6/20/2007 14:45	With the "one world" graphics and other dining brands. They don't give the viewer a good sense of what the kids are seeing. Some pictures of actual client sites would be great.	Feedback Form(1)	littlejohn-deirdre@aramark.com	Deirdre Littlejohn	Marketing
6/20/2007 11:32	The site is nice and easily accessible but I am not able to access e-recipes lately. Thanks!	Feedback Form(1)	alisha-jordan@aramark.com	Alisha Jordan	Manager Center: Food
6/12/2007 15:02	test	Feedback Form(1)	morse-ashley@aramark.com	Ashley testing!	Manager Center: Facilities
6/12/2007 14:35	I have had a problem with E-Recipes for the past week, and I recently talked to someone about this. I was given a link to try which didn't work. Upon going through the site, i found that if I access E-Recipes through IDS it works, but thru Edu. K-12 it doesn't. Maybe there is just a glitch in the programming?	Feedback Form(1)	dangelo-john@aramark.com	John B. Dangelo	Marketing
6/8/2007 10:17	The new layout for education k-12 is great, however, I had to readjust myself because i was familiarized with where to find everything. In the past few weeks though, I have had some difficulty getting into E-Recipes.	Feedback Form(1)	dangelo-john@aramark.com	John B. Dangelo	Marketing

### Feedback Submitted via Form on .net

Date Submitted	Comments	FormTitle	Respondent_E-mail	Respondent_Name	Section
6/7/2007 8:42	I was reading the Food Production Management section on Forecasting with Historical Data and noticed an inconsistency with what the instructions said and which data was actually used. The 5 data points are 790, 778, 774, 764, and 774 again. The highest and lowest numbers are to be discarded. It should be that 790 and 764 are discarded, yet the example has 778 identified as the highest number and 774 as the lowest. It then goes on to show 778, 774, and 774 as the three remaining points (which are correct)even though it just identified 2 of those points to be disregarded. A simple shift to the left of the identifiers will correct this problem.	Feedback Form(1)	Devero-Margaret@aramark.com	Meg DeVero	Manager Center: Food
6/7/2007 8:13	How about 10 Minutes with Dave Richardson in Houston ISD.	Feedback Form(1)	flanagan-barbara@aramark.com	Barbara Flanagan	Other
6/6/2007 9:39	I can't find EFQAT. I see a lot of food service stuff...I'm in facilities. I keep hearing how great this web site is... its not helpful to me. I looked for nearly an hour yesterday for how to change my Federal Withholdings...I finally called the "contact us" phone number...i was bounced around to 3 people in Philadelphia before the last one told me "oh you work out of the Downers Grove Office", then i talked to two more people at Downers Grove...the last one said to send in a new W4 and he told me who to send it to...I asked where could I find a w4 to download...he said I don't know...try Gov.org. EFQAT is one of the biggies that my performance is graded by, yet I can't even find it on our new and wonderful home page! Yeah I'm upset. I suspect you'll email me with a link that goes to EFQAT. That would be great, but my complaint is EFQAT should be easy to find for a facilities manager and its not.	Feedback Form(1)	kleindienst@bedfordk12tn.net	Daniel Kleindienst	Education Services

### Feedback Submitted via Form on .net

Date Submitted	Comments	FormTitle	Respondent E-mail	Respondent Name	Section
5/31/2007 15:17	How can i get a list of FSDs by region?	Feedback Form(1)	tilles-cheryl@aramark.com	Cheryl Tilles	Contacts
5/31/2007 14:48	How do you find people who were featured "In the Spotlight" prior to November 2006?	Feedback Form(1)	high-gwendolyn@aramark.com	Gwen High	Other
5/30/2007 15:05	Can a blog be created for best practices to be shared in the field?	Feedback Form(1)	gossett-katie@aramark.com	Katie Gossett	Education Services
5/30/2007 12:01	test	Feedback Form(1)	donald-duck@disney.com	DD	Contacts
5/21/2007 14:26	It would be nice to have a blog for discussing best practices. Thank you	Feedback Form(1)	patterson-cynthia@aramark.com	Cynthia Patterson	Education Services
5/21/2007 10:04	I would like to a request blog for Best Practices so the field could share this information.	Feedback Form(1)	nunez-richard@aramark.com	Rick Nunez	Education Services
5/21/2007 9:47	It would be great to have a place to go look for ideas without having to call several peers or waiting on a "meeting" to come up with ideas for our business.	Feedback Form(1)	parker-dana@aramark.com	Dana Parker	Education Services
5/21/2007 9:34	please create a blog for best practices out in the field	Feedback Form(1)	croyle-steve@aramark.com	Steve Croyle	Education Services
5/20/2007 21:43	Best practices website would be of value...marketing, HR, Sales, ect.	Feedback Form(1)	smith-steven@aramark.com	Steve Smith	Other
5/20/2007 21:02	I was wondering if you could create a web blog for best practices so the field had a another way of sharing.	Feedback Form(1)	Aspinall-Jack@aramark.com	Jack Aspinall	Education Services
5/20/2007 20:40	I would benefit from a BLOG to share and view best practice information. As an HR manager, I could describe unit specific training materials and make them available.	Feedback Form(1)	triebes-philip@aramark.com	Philip Triebes	Education Services
5/19/2007 11:09	Yes, I would like to have a section on ARAMARK.net to share best practices that other accounts are doing. I put a "Did You Know Section" in my client letter to inform the Assistant Superintendent about the great thing that are happening within the organization.	Feedback Form(1)	Speed-Quincy@aramark.net	Quincy Speed	Marketing
5/19/2007 9:46	We need a blog to share best practices and to have frequently asked questions of the field answered.	Feedback Form(1)	flanagan-barbara@aramark.com	Barbara Flanagan	Home

### Feedback Submitted via Form on .net

Date Submitted	Comments	FormTitle	Respondent_E-mail	Respondent_Name	Section
5/10/2007 16:02	The link for Insight leads directly to the facilities system downloads and not food. The quicklinks also direct the user to the facility systems only	Feedback Form(1)	haegele-ronald@aramark.com	Ron Haegele	Manager Center: Food
5/7/2007 16:29	Please re-add the section for Strategic Planning. The forms to create a strategic plan are not easily found or no longer posted on the Education K-12(Food) website.	Feedback Form(1)	broughton-katherine@aramark.com		Education Services
5/3/2007 22:38	Under custodial manuals for the SM20 vacuum. The book is wrong. Does not give the parts numbers for Aramark/graco. These part numbers will not work.	Feedback Form(1)	ball-susan@aramark.com	Susan Ball	Manager Center: Facilities
5/2/2007 12:28	The new site is great and very organized with the information. It is much easier to find the things that I need now. Thanks for the great work!	Feedback Form(1)	alisha-jordan@aramark.com	Alisha Jordan	Education Services
4/24/2007 13:15	The new Education website is great! I found it easy to maneuver through and full of a lot of valuebale information. I am excited that this tool is avialble for our Front Line Team. I am going to include a message regarding the Website in the NE Region Spring Newsletter. The Region new letters is something you may want to consider posting?	Feedback Form(1)	ziegler-tisha@aramark.com	Tisha Ziegler	Entire Site
4/23/2007 8:35	The new site is a little confusing at first, but I think that it will get easier to use later on. The search bar for the entire aramark.net website hasn't been working for a while though. Thanks!	Feedback Form(1)	alisha-jordan@aramark.com	Alisha Jordan	Education Services
4/21/2007 7:57	Congratulations on the new website launch! It really is very user-friendly and easy to navigate!	Feedback Form(1)	hinkel-laura@aramark.com	Laura Hinkel	Home
4/20/2007 14:28	Much easier to navigate and find content. Good job!	Feedback Form(1)	raspberry-sabina@aramark.com	Sabina Raspberry	Entire Site
4/20/2007 13:19	Team, this is outstanding and will prove to be a terrific tool for our operators. Thanks for your hardwork and support. I hear that people especially like the contacts site. Thanks again for a job well done.	Feedback Form(1)	maple-dennis@aramark.com	Dennis Maple	Entire Site

### Feedback Submitted via Form on .net

Date Submitted	Comments	FormTitle	Respondent E-mail	Respondent Name	Section
4/20/2007 12:37	I like the site tutorial. It should be helpful for our teammates that are not familiar with our site.	Feedback Form(1)	blackwell-rebel@aramark.com	Rebel Blackwell	Other
4/20/2007 10:30	This is a wonderful tool for all of us at the front line level. It solidifies the excellent decision to create ARAMARK Education and provides us with an easy place to access essentially everything we need to effectively serve our clients, grow our business, and handle the new opportunities we encounter. It also adds still another dimension to creating our identity with the ARAMARK Education business unit. Thanks to all who helped make this a reality. (My comments are relative to the entire site, not just Manager Center: Food--you need a choice entitled "Entire Site")	Feedback Form(1)	smay-steve@ARAMARK.com	Stephen Smay	Manager Center: Food
4/20/2007 10:04	The website is better organized and easier to navigate. I would just recommend having some sort of redirecting tool for some of the pages in our programs and promotions(U.B.U. Lounge, 12 Spot, etc..) So that links that we might have attached in previous site visit reports still work on the new website.	Feedback Form(1)	rodriguez-luis2@aramark.com	Luis Rodriguez	Marketing
4/20/2007 9:47	Maintenance Operations - Energy There is no mention of occupancy sensors in the lighting documentation. Perhaps aramark can provide some useful tools to perform a savings analysis based on lighting retrofits and the installation of occupancy sensors.	Feedback Form(1)	mike.stein@new-haven.k12.ct.us	Michael Stein	Manager Center: Facilities
4/20/2007 9:36	Some of the forms on the Finance and Accounting section are old and out dated.	Feedback Form(1)	beth-pinardi@aramark.com	Beth Pinardi	Finance Accounting