



The Valve Stem



4th Quarter 2018 Happenings

M&H Valve Annual Service Awards Dinner

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Newsletter Comments ?

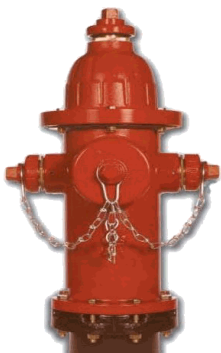
Please send any pictures, information, recipes or anything you would like to share with the rest of the M&H Team Members.

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To recognize the dedication, hard work and service of its team members, M&H Valve held their Annual Service Awards Dinner, Thursday, October 11, 2018 at Top O' The River in Anniston, Alabama. Recipients are recognized at every five years of service. Fellowship and a good time was had by all. Recipients received a crystal globe and Amazon gift card. Tony Orłowski, General Manager, gave an inspiring message highlighting the values and commitment shown by team members.



Front row:

Lanny Gaines (Foundry, 25 years), Luis Gomez (Machine Shop, 5 years), James Hannah (Foundry, 15 years), Angie Robertson (Inside Sales, 5 years), Jody Higgins (posthumously accepting for Andy Higgins, Foundry, 45 years)

Back row:

Rashard Welch (Foundry, 5 years), Tony Orłowski (General Manager), Steve Griffith (Pattern Shop, 15 years), Franklin Elston (Shipping, 5 years), Darryl Crump (Foundry, 25 years), Ronnie Johnson (Accounting, 5 years), Ricky Vise (Environmental, 10 years)



Not pictured:

- Eric Turner (Machine Shop, 15 years)
- Gary Stawski (Sales, 20 years)
- Doug Lewis (Sales, 5 years)
- David Lambert (Machine Shop, 15 years)
- Alan Gaither (Machine Shop, 10 years)
- Drew McCullough (Sales, 10 years)
- Greg Hanners (Foundry, 20 years)
- Greg Davis (Sales, 20 years)
- Mike Humphries (Machine Shop, 20 years)



Tony Orłowski

General Manager

From the Desk of Tony Orłowski

You know you've been writing too long when you start re-running articles. I wrote this one I don't know how many years ago, but am republishing it because I now understand better the principle it spoke to: Ownership. Only when people do things because *they* want to and not because *you* want them to will they be excellent. That's the definition of ownership. Here's the original in full.

Looking out over the vast expanse of field, eyes squinted against the assault of a nascent sun on jade-green grass still sparkling with the remnants of a heavy dew, I noticed an involuntary twitch subconsciously betray my concern.

Concern? Heck, let's call it what it was..... abject fear. The same thoughts as always bounded across my brain like a ricocheting bullet: "What if we can't handle them this time? What if they turn on us?"

What if, indeed.

Was I contemplating being beaten by a physically superior team on the field of play, or perhaps pondering my mortality prior to pursuing a dangerous game animal? I wish. It was the start of our annual Easter Egg Hunt (for ages 1 through 4) with hundreds of colorful plastic eggs spread all over the local high school football field. And if *they* didn't pick up all those eggs, I was going to have to.

But I really didn't have to worry, and what amazes me every year is the fact that what could (at best) be called a marginal crew could accomplish so much in so incredibly little time. How long does it take fifty toddlers to pick up four hundred items spread over half an acre? Try about 40 seconds. Never have I come across a better example of the triumph of self-motivation and self interest over coercion and threat.

In plain terms, if those Easter eggs were pieces of trash I had to get cleaned up and my crew was these small children, I would've told you it was impossible to get the job done; they just weren't physically or mentally up to the task. Instead, now my biggest problem was holding them back. What in one scenario was utterly impossible was so efficiently done in another that I couldn't even keep track of the progress. At the shouted words of "OK, Go!" that aimless gaggle of 1 to 4-year-olds instantaneously became an *army* of 1 to 4-year-olds. And an unstoppable one at that.

Compelling someone to act on something they do not value takes a lot of effort for very meager results. That's why I've never been a fan of rules and directive-based workplaces. Are we telling people all that stuff so they understand what to do, or is the real purpose the threat of punishment in case they break those rules? I find it much more effective to create a clear and compelling vision for self-motivated people who are working in their own best interest and to allow them ownership. That way we're all free to spend our time and efforts pursuing the goal rather than spending it monitoring, controlling and documenting.

If you haven't realized it by now, I don't want to have to tell anyone how to do their job – I want *them* to tell *me* how they're going to do it. No company can be great without motivated people who take ownership. Having the best equipment, profitable markets and even the smartest employees will never be enough for exceptional performance. Give someone else all that and give me a clear goal and self-motivated people, and I'll beat them with a group of four-year-olds.

(There goes that twitch again)

*Paige Shears,
Chief Accountant*

M & H Valve Gives...

M&H Valve continues to be committed to community outreach and being a good corporate citizen by giving back to our community and local charitable organizations which service our area. During the fourth quarter of 2018, we donated over \$5,000 to organizations in need. This quarter we will be highlighting two organizations which we have made donations this year.

M&H Valve donated to White Plains Middle School to assist in purchase Jr. High Basketball Uniforms. A banner has been placed in the White Plains Middle School announcing “M&H Valve Company since 1926 Proudly Supports White Plains Wildcats”.



M&H Valve donated to RMC Foundation for their Annual Basket Raffle which benefits their Customer Care Program allowing them to provide better care for cancer patients in our community.

For the year M&H Valve has partnered with and donated over \$47,000 to organizations in our community. It makes one proud to work for a company which values our community enough to give back and make a difference.

www.heart.org



February is American Heart Health Month. Heart issues continue to be a top medical issue for many people and can cause other physical problems if you don't take care of your heart. The American Heart Association website has so much information you can use for you and your family to maintain or improve your heart health. You can also donate or volunteer your time through this website. Of course, we should eat healthier, get check ups at the doctor and exercise. Here are some ways to think about how just a little bit of exercise can add up.

Now... Get Moving!! -*Stacy Engle*

M a k e E v e r y M o v e C o u n t

When you Move More every day, you can reach some pretty big goals over time. With motivation, dedication and great foot support, your small daily steps can add up to huge strides. Let your feet take you places you never thought possible!

- 10 minutes of stretching is like walking the length of a football field
- 2.5 hours of walking every week for a year is like walking across the state of Wyoming
- 30 minutes of singles tennis is like walking a 5K
- 1 hour of dancing every week for a year is like walking from Chicago to Indianapolis
- 20 minutes of vacuuming is like walking one mile
- 30 minutes of grocery shopping every other week for a year is like walking a marathon



ENVIRONMENTAL

*Steven Blasko,
Environmental Manager*

During McWane’s 2018 Annual Pollution Prevention Challenge (P2C), M&H Valve competed against all Divisions across the organization. This year, our Castable Pig Mold project placed 3rd in the competition and each team member won a cash prize. This reduced M&H Valve's environmental footprint by eliminating a waste stream that generated 588 tons of green sand and dozens of irregular shaped starter blocks a year. Not only did this project have an environmental impact, it also has a projected annual savings of \$91,000 dollars. This project is a perfect example of continuing our efforts in the behavior of “*Keep It Clean*”, help the environment and ensure M&H Valve is here for generations to come.



The Environmental department would like to encourage all team members to think of ways the facility can reduce, recycle, or reuse and come up with ideas to enter in McWane’s 2019 P2C competition. Please see us for any questions. We thank you for your commitment to protecting the environment.



VEND BUCKS PROGRAM IS IN FULL SWING!

LOOK OUT FOR YOUR OPPORTUNITY TO RECEIVE VEND BUCKS! Below are four recent recipients and they look happy to get them! Any questions about how to get them?? Ask your Supervisor or contact Human Resources.

Below left:

Gary Lawler (pictured left) kept our sister plant Kennedy Valve from receiving parts with excess metal by just double checking pallets that normally don't get double checked. These are castings with an in-house core that are new to us and Gary thought it would be a good idea to double check the quality. Normally we would never have to check that area. Great job Gary Lawler!

Below middle:

Dillon Goss (pictured left) and Travanti Dates (pictured right) were awarded vend bucks for outstanding attention to details. They noticed scrap coming across the degate and notified supervisors all over the facility. This gives us time to stop the machine in some cases and actually cut down on the scrap total. Outstanding work guys! We are not sure about the guy in the middle, he may have just wandered in off the street. Just kidding, Kevin Bowers is the very proud supervisor in the middle of the picture.

Below right:

Jason Price (pictured right) identified a safety hazard on his transfer ladle. He noticed that the trolley brakes were not working correctly and immediately brought it to supervision attention. Had it not been for his attention to detail this could have resulted in severe property damage or injury. Great job in safety awareness!! Keep up the good work! Jason has been awarded \$5.00 in vend bucks.

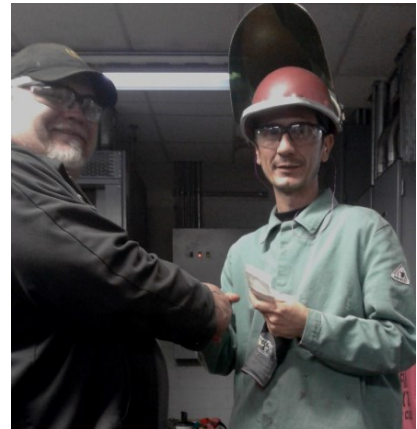
Great Work!



Gary Lawler (left) with Supervisor Kevin Bowers



Dillon Goss (left), Travanti Dates (right) with Supervisor Kevin Bowers



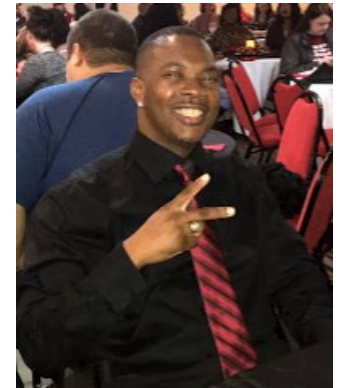
Jason Price (right) with Supervisor Darryl Crump

Examples of other Team Members recently receiving Vend Bucks:

- *Dalton Heath for volunteering to stamp molds during the cleaning process.
- *Jason Guy for stopping employee from entering a shuttle zone.
- *Josh Sweatt for putting out a small fire in Wedgecoat.
- *Austin Bowen for identifying an uncommon hydrant configuration presented to the group at a sales lunch.
- *Chris Boyd for identifying a possible quality issue that was corrected before it had time to become a problem.

M & H Valve Christmas Party

On Saturday, December 15th, M&H Valve had our Annual Christmas Party at the Hilton Garden Inn in Oxford. More than 100 people came to enjoy the great food and dancing. There was also a DJ (our own Blake Hurst), karaoke, and prizes were given away. It was a lot of fun! Thanks to all who came and enjoyed the evening!



M & H Valve Christmas Party (con't)



Human Resources



Please welcome our new Team Members
for the 4th quarter of 2018



Welcome to M&H Valve Company!

<i>Brandon Smith</i>	<i>10/01/2018</i>	<i>Wedge Coat Utility</i>	<i>Denham Johnson</i>	<i>11/16/2018</i>	<i>Outside Sales</i>
<i>Scottie Conley</i>	<i>10/15/2018</i>	<i>Cleaning Room Utility</i>	<i>Amy Chandler</i>	<i>11/19/2018</i>	<i>Receptionist/Acct Assistant</i>
<i>David Bishop</i>	<i>10/22/2018</i>	<i>Molding Utility</i>	<i>Robert Wandel</i>	<i>12/10/2018</i>	<i>Foundry Supervisor</i>
<i>Devonte Spinks</i>	<i>10/22/2018</i>	<i>Cleaning Room Utility</i>	<i>Atarrie Jones</i>	<i>12/17/2018</i>	<i>Powder Coat</i>
<i>Noah Benefield</i>	<i>10/29/2018</i>	<i>Cleaning Room Utility</i>	<i>Johnathon Payne</i>	<i>12/17/2018</i>	<i>Cleaning Room Utility</i>
<i>Ronald Jemison</i>	<i>10/29/2018</i>	<i>Cleaning Room Utility</i>	<i>Colton Ramsey</i>	<i>12/27/2018</i>	<i>Core Room Utility</i>
<i>Donnie Timmons</i>	<i>10/29/2018</i>	<i>Powder Coat</i>	<i>Reginald Welch</i>	<i>12/27/2018</i>	<i>Cleaning Room Utility</i>
<i>Christopher Boyd</i>	<i>11/05/2018</i>	<i>Molding Utility</i>			

Employee of the Quarter

The Employee of the Quarter program is a peer recognition program to acknowledge Team Members who exemplify performance, attitude, and initiative as shown by their use of the McWane Way Principles: Safety, Leadership, Accountability, Excellence, Trust, Teamwork, Communication, Environment.

Joshua Sweatt, Wedge Coat Operator, is the first recipient of the Employee of the Quarter for exemplifying the McWane Way Principle of Trust. Joshua was nominated by his team member, Nathaniel Moon. Moon stated, "Josh is a team member who exhibits many strong trust related values. He is a man of good character and quick wit. He is able to think quickly and resolve issues before they arise. His quick thinking prevented a potential safety incident." Moon used as an example Sweatt's quick and professional response to a small electrical fire in an oven in Wedge Coat. While this was a safety incident, the Trust Principle speaks to the reliability, ability, strength, and support of the Company and to one another. Joshua Sweatt began his career at M&H Valve in 2012.

Sweatt was awarded a certificate of recognition, a restaurant gift card, and will get to choose a parking spot of his choice as his personal parking space for the next three months.

Congratulations Josh!!



Pictured L-R: Tony Orlovski (General Manager), Josh Sweatt (Wedge Coat Operator), Mike Fulmer (Wedge Coat Manager)

Tornado Preparedness

Not one state in the continental U.S. has escaped the wrath of tornadoes. According to the National Oceanic and Atmospheric Administration, **tornado season** runs between May and June in the Southern Plains, June and July in the central United States, and earlier in the spring on the Gulf Coast. But tornadoes can strike at any time of the year. If a tornado is spotted:

- Seek shelter immediately.
- If you're away from home, seek out a basement, interior corridor, tunnel, underground parking lot or subway.
- Avoid auditoriums, upper floors of buildings, trailers and parked vehicles.
- Stay away from all windows.
- If you're out in the open, lie flat in a ditch or other low-lying area and protect your head; stay away from poles or overhead lines.
- If you're driving, drive at right angles to the tornado's path; if you can't escape it, get out of the vehicle and seek a low-lying area.
- If you're at home, head for the basement and take cover under a heavy table or workbench; if you don't have a basement, go into a windowless room in the center of the house.
- Stay away from windows and cover yourself with a rug for protection against flying glass and debris.
- Know the difference between a watch (conditions are favorable for a tornado to form) and a warning (a tornado has been spotted in your area and you should take shelter immediately). -National Safety Council



Valentine's Day Tidbits...

In addition to the United States, Valentine's Day is celebrated in Canada, Mexico, the United Kingdom, France and Australia. In Great Britain, Valentine's Day began to be popularly celebrated around the 17th century. By the middle of the 18th, it was common for friends and lovers of all social classes to exchange small tokens of affection or handwritten notes, and by 1900 printed cards began to replace written letters due to improvements in printing technology. Ready-made cards were an easy way for people to express their emotions in a time when direct expression of one's feelings was discouraged. Cheaper postage rates also contributed to an increase in the popularity of sending Valentine's Day greetings.

Americans probably began exchanging hand-made valentines in the early 1700s. In the 1840s, Esther A. Howland began selling the first mass-produced valentines in America. Howland, known as the "Mother of the Valentine," made elaborate creations with real lace, ribbons and colorful pictures known as "scrap." Today, according to the Greeting Card Association, an estimated 1 billion Valentine's Day cards are sent each year, making Valentine's Day the second largest card-sending holiday of the year. (An estimated 2.6 billion cards are sent for Christmas.) Women purchase approximately 85 percent of all valentines. -www.history.com

♥ Happy Valentines Day ♥

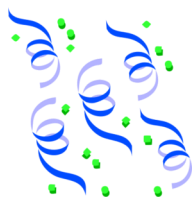
BIRTHDAYS

January, February, March



<i>James Prewitt</i>	<i>1/3</i>	<i>Christopher Herron</i>	<i>2/2</i>	<i>Andrew Pittman</i>	<i>3/1</i>
<i>Ricky Vise</i>	<i>1/3</i>	<i>Anthony Guy</i>	<i>2/3</i>	<i>Steve Munroe</i>	<i>3/2</i>
<i>James Forsythe</i>	<i>1/6</i>	<i>Christopher Boyd</i>	<i>2/16</i>	<i>Jeff Rasmussen</i>	<i>3/2</i>
<i>Danny Ray Smith</i>	<i>1/10</i>	<i>Cecil Payne</i>	<i>2/16</i>	<i>Ronald Hanner</i>	<i>3/8</i>
<i>David Muncher</i>	<i>1/11</i>	<i>Josh Gunning</i>	<i>2/17</i>	<i>Virgil Hughes</i>	<i>3/9</i>
<i>Andrew McCullough</i>	<i>1/14</i>	<i>Ronald Jemison Jr</i>	<i>2/20</i>	<i>Terry Storey</i>	<i>3/11</i>
<i>Lawrence Hawkins</i>	<i>1/15</i>	<i>Jose' Martinez</i>	<i>2/21</i>	<i>James Forrest</i>	<i>3/16</i>
<i>Bobbie Hammond</i>	<i>1/17</i>	<i>Timothy Presley</i>	<i>2/22</i>	<i>Alan Gaither</i>	<i>3/18</i>
<i>Greg Hanners</i>	<i>1/18</i>	<i>Richard Payne</i>	<i>2/23</i>	<i>Steve Butterworth</i>	<i>3/21</i>
<i>David Lambert</i>	<i>1/19</i>	<i>Dwayne Allen</i>	<i>2/24</i>	<i>Cody Roblee</i>	<i>3/24</i>
<i>Kendrick Carmichael</i>	<i>1/22</i>	<i>Tadarius Mallory</i>	<i>2/24</i>	<i>Victor Martinez-Perez</i>	<i>3/26</i>
<i>Griffin Herb</i>	<i>1/23</i>	<i>Menzo Parker</i>	<i>2/26</i>	<i>Stevie Moore</i>	<i>3/26</i>
<i>Dalton Heath</i>	<i>1/24</i>	<i>Rocky Lanz</i>	<i>2/27</i>	<i>Tony Orlowski</i>	<i>3/26</i>
<i>Alan Smith</i>	<i>1/24</i>			<i>Dennis Jackson</i>	<i>3/28</i>
<i>Sid Patel</i>	<i>1/25</i>			<i>George Moore</i>	<i>3/29</i>
<i>Lanny Gaines</i>	<i>1/26</i>			<i>Steven Blasko</i>	<i>3/29</i>
<i>Terry Sledge</i>	<i>1/27</i>			<i>Todd Willis</i>	<i>3/29</i>
<i>Algaenun Christian</i>	<i>1/28</i>			<i>Gerald Smith</i>	<i>3/30</i>
<i>James Hubbard</i>	<i>1/31</i>			<i>Jarrod Bowen</i>	<i>3/31</i>





ANNIVERSARIES

January, February, March

<i>Susan Roach</i>	<i>1/1</i>	<i>40 yrs.</i>	<i>Timothy Champion</i>	<i>2/5</i>	<i>1 yr.</i>	<i>Barney Bain</i>	<i>3/1</i>	<i>1 yr.</i>
<i>Jerry Summerlin</i>	<i>1/2</i>	<i>23 yrs.</i>	<i>Clifton Embry</i>	<i>2/6</i>	<i>2 yrs.</i>	<i>Kandi Willis</i>	<i>3/4</i>	<i>20 yrs.</i>
<i>Stacy Engle</i>	<i>1/2</i>	<i>17 yrs.</i>	<i>Kevin Ito</i>	<i>2/6</i>	<i>2 yrs.</i>	<i>Steve Rodgers</i>	<i>3/12</i>	<i>18 yrs.</i>
<i>Anderson Brunt</i>	<i>1/3</i>	<i>23 yrs.</i>	<i>Robert Bell</i>	<i>2/7</i>	<i>13 yrs.</i>	<i>Richard Bowman</i>	<i>3/12</i>	<i>1 yr.</i>
<i>Chris Herron</i>	<i>1/3</i>	<i>14 yrs.</i>	<i>Dwayne Allen</i>	<i>2/7</i>	<i>8 yrs.</i>	<i>DeAngelo Conley</i>	<i>3/12</i>	<i>1 yr.</i>
<i>David Bobby</i>	<i>1/3</i>	<i>2 yrs.</i>	<i>Donald Baldwin</i>	<i>2/8</i>	<i>20 yrs.</i>	<i>Steven Blasko</i>	<i>3/16</i>	<i>4 yrs.</i>
<i>Michael Walker</i>	<i>1/6</i>	<i>5 yrs.</i>	<i>Angie Robertson</i>	<i>2/11</i>	<i>6 yrs.</i>	<i>Bradford Whitaker</i>	<i>3/17</i>	<i>22 yrs.</i>
<i>Gary Stawski</i>	<i>1/16</i>	<i>21 yrs.</i>	<i>Franklin Elston</i>	<i>2/15</i>	<i>6 yrs.</i>	<i>James Hubbard</i>	<i>3/20</i>	<i>47 yrs.</i>
<i>Ernie Milteer</i>	<i>1/17</i>	<i>19 yrs.</i>	<i>Rashard Welch</i>	<i>2/15</i>	<i>6 yrs.</i>	<i>Dakota King</i>	<i>3/20</i>	<i>2 yrs.</i>
<i>Joshua Sweatt</i>	<i>1/19</i>	<i>7 yrs.</i>	<i>Darryl Crump</i>	<i>2/16</i>	<i>26 yrs.</i>	<i>Tadarius Mallory</i>	<i>3/21</i>	<i>7 yrs.</i>
<i>Cameron Clark</i>	<i>1/30</i>	<i>13 yrs.</i>	<i>Ronald Hanner</i>	<i>2/18</i>	<i>22 yrs.</i>	<i>Robert Edmundson</i>	<i>3/24</i>	<i>5 yrs.</i>
<i>Todd Willis</i>	<i>1/30</i>	<i>13 yrs.</i>	<i>Victor Luna</i>	<i>2/18</i>	<i>5 yrs.</i>	<i>Desmond Woodruff</i>	<i>3/24</i>	<i>5 yrs.</i>
<i>Zachary Franklin</i>	<i>1/30</i>	<i>2 yrs.</i>	<i>Steve Butterworth</i>	<i>2/21</i>	<i>7 yrs.</i>	<i>Daniel McKinley</i>	<i>3/27</i>	<i>2 yrs.</i>
<i>Anthony Kimble</i>	<i>1/30</i>	<i>2 yrs.</i>	<i>Darrel Moore</i>	<i>2/22</i>	<i>3 yrs.</i>	<i>Kenneth Vansciver</i>	<i>3/30</i>	<i>4 yrs.</i>
<i>Nikolaus Mitchell</i>	<i>1/30</i>	<i>2 yrs.</i>	<i>Kelsey McWilliams</i>	<i>3/1</i>	<i>7 yrs.</i>	<i>Mark Kane</i>	<i>3/31</i>	<i>5 yrs.</i>

Congratulations

Of the above team members listed, 38% have been here 10 years or more. Check out the “10 Signs of a Positive Workplace” below from Monster.com and see if you think these are some traits we have here at M&H Valve.

- 1. Positive values*
- 2. Relaxed and productive atmosphere*
- 3. Commitment to excellence*
- 4. Open and honest communication*
- 5. Cooperation, support and empowerment*
- 6. Sense of humor*
- 7. Compassion, respect and understanding*
- 8. Flexibility*
- 9. Positive reinforcement*
- 10. Emphasis on health, family and environment*



House Tips for Winter

Certain home maintenance tasks should be completed each season to prevent structural damage, save energy, and keep all your home's systems running properly. These maintenance tasks are most important for the South in fall and winter.



Get your heating system in order. Heating systems in the South vary—there are generally more gas furnaces in the northern areas, and more electric heat pump systems toward the coastal South. Programmable thermostats are important for both kinds of heating systems, as they can help save around \$180 a year on your energy bills. Schedule your an HVAC checkup. Make sure your HVAC professional checks all electrical connections, lubricates any moving parts if necessary, and inspects the condensate drain and trap. If you have a gas furnace, make sure he also checks gas connections and pressure, burner combustion, and the heat exchanger. Inspect your furnace filters monthly and change them whenever they are dirty. Inspect floor grates and return ducts regularly and clean them out with a vacuum cleaner brush.

Clean your gutters. In the South, you're less likely to have ice form in your gutters than in other parts of the country. Nevertheless, debris in your gutters can easily divert water onto the roof or siding, setting the stage for mold and rot and dramatically shortening the lifespan of shingles and paint. Inspect and clean your gutters.

Put away lawn and garden equipment. Pick up anything in the yard that could be damaged by cold or snow, such as garden tools, hoses and nozzles, and patio furniture and accessories. Run your lawn mower until it's out of gas, if possible; if you leave gas in the tank over the winter, it can degrade and lose some of its combustion ability. Worse, gas can react with the air in the tank and oxidize, forming deposits that affect the machine's performance; worse still, moisture can condense inside the tank and cause rust that blocks the fuel lines.

If you know you're going to leave gas in the tank over the winter, add a stabilizer to the last gallon of gas you put in (mix it in the gas can, not the mower tank, so that you get the mixing ratio correct).

Trim back vegetation. In some areas of the South plants grow year-round, so it's important to keep an eye on whether they're encroaching on the roof and walls. Trim trees so that branches don't hang over the roof, and keep heavy, dense growth away from siding. A good rule of thumb is to trim back bushes and shrubs so that there's enough room to walk easily between plantings and your house.

Check weather-stripping and caulk. Open all your exterior doors and check the weather-stripping; if yours is crumbly or has gaps, replace it. Remove the old weather-stripping with a utility knife and clean the surface with household cleaner, getting as much of the old debris and adhesive off as possible. When the surface is dry, apply peel-and-stick foam weather-stripping. Start at the top of the door frame and work your way down, being careful not to stretch the foam strip, which can weaken the adhesive. I

Inspect windows and doors for any gaps between the trim and the exterior siding that allow air to penetrate from the outside; these gaps should be caulked. Be sure to scrape out any crumbling old caulk or paint — applying new caulk over old is fine, but first get rid of loose chunks and remove any grit with household cleaner.

Spending a few hours here and there on home maintenance tasks helps you spot developing problems quickly and prevent costly repairs. —www.houselogic.com