



## Practical Safety Tips for Home Heating Systems

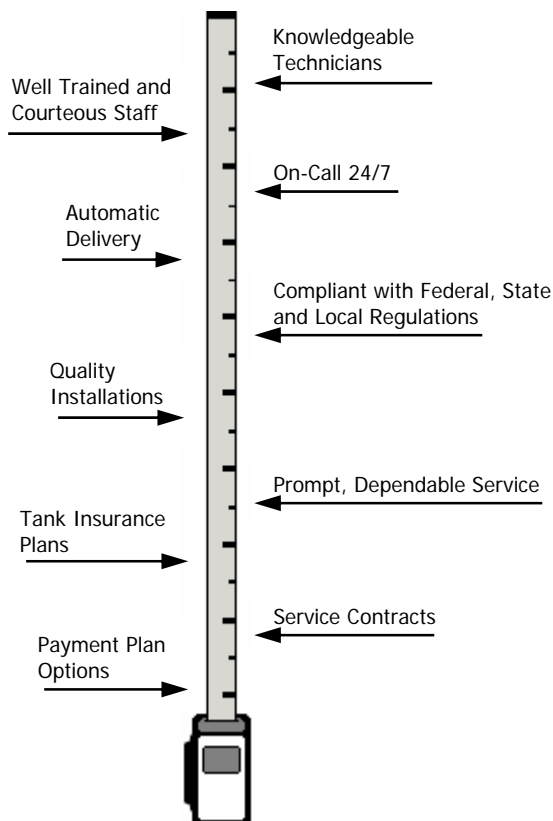
1. Don't tamper with or attempt to adjust the automatic vent dampers, heat reclaiming devices or safety controls on your heating equipment. This can create an unsafe condition. If you believe that your equipment is not operating properly, call us so that one of our licensed technicians can properly perform any necessary safety checks, adjustments or repairs.
2. Be cautious when considering the purchase of a "real bargain" heating unit. Always look on the equipment's label plate to be sure it's "certified" to meet national safety standards. And, always have the system installed by a qualified installer.
3. Follow the manufacturer's instructions for the proper operation of your equipment, as well as the recommendations for proper care and maintenance.
4. Make sure your chimney and vents are kept clean.
5. Check the furnace filters frequently and clean or replace them as needed.
6. Keep the area around your furnace free of dust, dirt and debris. Don't use the area surrounding the system for storage.
7. Keep your furnace unit intact. Ensure panels are properly in place.

The proper installation, maintenance and operation of your home's heating system is essential to not only "good service", but also to the safety and well being of you and your family.

*"Your future depends on many things, but mostly on you."*

~ Frank Tyger

### How do we measure up as a FULL SERVICE OIL COMPANY?



## Spotlight

*Janet Mitchell Hoyt is the second-born child of our founder, Mr. Norbert E. Mitchell, Sr.*

*Janet has been a long-time contributor to the growth of the business. She helped her father for many years on a part-time basis, eventually, deciding to make the Company her career choice.*



*She has been a full-time employee for more years than she is willing to share with us. Janet currently serves as the Secretary-Treasurer of the Corporation.*

*Like the other Principals, Janet is energetic and multi-talented. Her office is always piled high with papers, as she oversees much of the administration. It's a rare set of circumstances when a piece of paper comes into or out of the Company, without her close scrutiny. She's attentive to detail and has the unique ability to spot potential problems before they become major issues.*

*Janet sets the example for all the employees with her Mitchell family work ethic—working smart and, when necessary, long and hard hours.*

*In her down time, Janet is very active, enjoying the arts, skiing, horseback riding and her family.*

# Mitchell

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