



## MET PRIORITIES OF THE WEEK

D59 Décor Store More. Save More.	<ul style="list-style-type: none"> <li>▶ The Winter Storage Event began Sat., Dec. 24 and runs through Sun., Jan. 29, 2017.</li> <li>▶ Packdown product and maintain stock levels in the department aisle and laydown area.</li> <li>▶ Review “ones and outs” for key event SKUs. Correct on-hands accordingly.</li> <li>▶ Execute Winter Storage Event price changes in the DAL per the normal process.</li> <li>▶ See the D59 Décor section of General Service and Projects for more information.</li> </ul>
General service & SLA	<ul style="list-style-type: none"> <li>▶ <b>MET Supervisors:</b> Be present in the aisles to drive quality, and use the Ladle app. Gather additional resources needed for general service.</li> <li>▶ Have tools in the aisles to drive efficiency.</li> <li>▶ Focus on quality general service, SLA and getting back into service flow/rotation.</li> </ul>
Spring pre-walks and preparation	<ul style="list-style-type: none"> <li>▶ <b>DEMs:</b> Review the D28I and D28O projects to make sure bay counts and dimensions are correct before Spring resets begin.</li> <li>▶ The Spring RIG will be mailed to DEMs after updates are received from early-set stores.</li> <li>▶ Refer to the 2017 Spring fixture catalog in the Documents tab to see if you need to order existing fixtures prior to Spring resets.</li> <li>▶ Stores will receive a consumable kit one week before the scheduled reset date. See the Operations and Labor section for more details.</li> </ul>

## PARTNER: ALIGNMENT TO STORE PRIORITIES

D25 Hardware and Tools Gift Center	<ul style="list-style-type: none"> <li>▶ Gift card malls and battery centers will be shopped heavily over the next few weeks. Detailed service is critical.</li> <li>▶ Gift card redemption begins this week. Make sure laydown quarter-pallets and back-wall bays are full with correct pricing.</li> <li>▶ Consolidate merchandise in the designated Gift Center overhead for packdown and replenishment.</li> </ul>
D28 Garden Holiday	<ul style="list-style-type: none"> <li>▶ <b>BIT:</b> Price changes for Deco Holiday and Gift Center product will increase this week. Keep things sequenced, and work through price changes daily.</li> <li>▶ Partner with the store daily to move Holiday and Gift Center merchandise from the overheads and merchandise on the sales floor.</li> <li>▶ Stores should move consolidated Holiday merchandise away from the Front Entrance.</li> <li>▶ Set and service products for customers during end-to-end service rotation.</li> <li>▶ Gather and store Holiday racking to use next year per the Holiday Racking Recovery project (31958).</li> </ul>
D29A Appliances Buy More. Save More.	<ul style="list-style-type: none"> <li>▶ Follow the Appliance showroom audit process. Print updated POGs for showroom items each month and place in the Appliance showroom binder.</li> <li>▶ Keep clearance items in the showroom. Tag open spots with a “New merchandise coming soon” placard, found on <a href="#">myApron &gt; MET &gt; Departments &gt; MET D29/70 &gt; Appliance Showroom Binder &gt; 5 – New Merchandise Coming Soon</a>.</li> <li>▶ Order Home Depot Protection Plan (HDPP) brochures during service rotation after Black Friday sales. Recover this area, set to POG and have HDPP brochures to support appliance specialist with attach rate.</li> </ul>
D29B Kitchen & Bath Discounts on select cabinets	<ul style="list-style-type: none"> <li>▶ Follow showroom general service standards and SLA cadence.</li> <li>▶ Clean and declutter quarry wall. Stock POP, brochures and take-home samples.</li> <li>▶ Order missing countertop edges using the last page of area layout POGs.</li> </ul>

“Safety first, last and foremost.” – David Schoen, Store 3315  
Share your [#METsafetyquotes](#) on the Warehouse: [@PatrickBurkeen](#)

## SAFETY

### BY THE NUMBERS

		2015 – FW 48		Safety Captains: Message of the week	
2016 – FW 46	65 incidents	<b>Day with most incidents</b>	Monday	Warm up your muscles and practice proper lift techniques to prevent overexertion.	
20-week average	74 incidents	<b>No. 1 injury source</b>	Overexertion	<b>Warm Up:</b> Stretch early and often.	
Overall incident rate	4.6% lower year-over-year	<b>Area affected</b>	Lower back	<b>Form Up:</b> Power Position and Keep It Close.	
<b>Stay Safe for the Holidays</b>	▶ Congratulations to our three “Connect 4” and six 2016 Stay Safe for the Holidays district winners! Your efforts have kept our teams safe through this busy season. Stay tuned for Stay Safe in Spring 2017 details.				

## COMMUNICATIONS



<b>MET myApron</b> News articles	<ul style="list-style-type: none"> <li>▶ <b>MEMs and MET Supervisors:</b> Review each article during your Daily Huddle.             <ul style="list-style-type: none"> <li>▪ <b>Stay Safe for the Holidays:</b> Watch MET VP Tim Wilkerson <b>draw the winners</b>.</li> <li>▪ <b>Perfect Bay Winners:</b> November winners share <b>ITW Red Head/Tapcon tips</b>.</li> <li>▪ <b>Perfect Bay of the Month:</b> Set a perfect <b>D27E Dimmers</b> bay.</li> </ul> </li> </ul>
<b>MET Blackout Calendar</b> FY 2017	<ul style="list-style-type: none"> <li>▶ The first week of MET Blackout begins Mon., Jan. 2 for the Southern Division. See myApron &gt; MET &gt; Departments &gt; MET Communications &gt; Communications Resources &gt; <b>2017 MET Blackout Calendar</b>.</li> <li>▶ Refrain from additional communication, events or tasking during the Blackout period.</li> <li>▶ Forward communications or tasking unrelated to MET's success to <b>METFocus@homedepot.com</b>.</li> </ul>
<b>Meetings in a Box</b> January	<ul style="list-style-type: none"> <li>▶ <b>MEMs and MET Supervisors:</b> Use the template for your Monthly Meeting by Fri., Jan. 20. Then, complete the project (MET Supervisors: 39160; MEMs: 39162) before the due date. Find all documents at myApron &gt; MET &gt; Departments &gt; MET Communications &gt; <b>Meetings in a Box</b>.</li> </ul>
<b>The Same Page Late Night</b> Jan. 11	<ul style="list-style-type: none"> <li>▶ <b>DEMs, MEMs and Night MET Supervisors:</b> Watch MET VP Tim Wilkerson discuss the Winter Storage Event, Spring Resets and Q1 MAP on Wed., Jan. 11. Invite your hourly Packdown and Night MET associates to attend.</li> <li>▶ <b>DEMs:</b> If you'd like your MET Project or Packdown teams to be featured in a future episode, tell us why at <b>The_Same_Page@HomeDepot.com</b>.</li> </ul>
<b>2017 MET Quarterly Broadcasts</b> Room reservations and show dates	<ul style="list-style-type: none"> <li>▶ <b>DEMs, MEMs and MET Supervisors:</b> Be sure to reserve your training room for the 2017 MET Quarterly Broadcasts:             <ul style="list-style-type: none"> <li>▪ <b>Q1:</b> Tuesday, March 7, <b>Q2:</b> Tuesday, May 30, <b>Q3:</b> Tuesday, August 29, <b>Q4:</b> Tuesday, November 28</li> </ul> </li> <li>▶ Shows air at 9 a.m., noon, 4 p.m., 11 p.m. and 2 a.m. ET (following day). Air dates will be shared in the <i>MET Weekly Playbook</i> two weeks in advance.</li> </ul>
<b>Values in Action</b> Submissions due Dec. 30	<ul style="list-style-type: none"> <li>▶ Do you know someone who's gone above and beyond for our Home Depot values? <b>DEMs:</b> Submit your Values in Action entry for the Q1 MET Broadcast by Fri., Dec. 30 at myApron &gt; MET &gt; Departments &gt; MET Communications &gt; Forms and Templates &gt; <b>Values in Action Submission Form</b>.</li> </ul>

## REPORTING AND TECHNOLOGY

<b>Supplier comments</b> BOLT	<ul style="list-style-type: none"> <li>▶ Beginning Mon., Jan. 16, MET associates will have the ability to view supplier comments in the Digital Bay Service Record (BSR).</li> <li>▶ Comments will appear in BOLT with a message bubble. To view comments, tap on the bubble for the bay you are servicing.</li> </ul>
<b>Merch Logix</b> ISES name change	<ul style="list-style-type: none"> <li>▶ Beginning Thurs., Jan. 26, ISES will be renamed Merch Logix (MLX). The links to MLX (ISES) in HDLink and myApron will be updated automatically to reflect the new MLX domain, MLX.HomeDepot.com.</li> </ul>
<b>TC-70 MET Phones</b>	<ul style="list-style-type: none"> <li>▶ The new TC-70 devices are ready for shipment. View shipping details at myApron &gt; MET &gt; Tools &gt; MET Scorecard and Reporting &gt; Other &gt; Asset Tracking &gt; Drill to Store Level &gt; <b>Select a store to see shipping details</b>.</li> </ul>

## OPERATIONS AND LABOR

<b>#PerfectBay of the Month contest</b> January	<ul style="list-style-type: none"> <li>▶ <b>DEMs, MEMs and MET Supervisors:</b> Submit your team's D28 Resin Sheds Perfect Bay of the Month photos by Tues., Jan. 31 to <b>MET_Quality@homedepot.com</b> with the associate's name, district and store number for a chance to win. One MET associate per division will win and receive #PerfectBay MET-branded merchandise. Check out the <b>January Meetings in a Box</b> for more details.</li> </ul>
<b>#PerfectBay of the Month contest</b> December	<ul style="list-style-type: none"> <li>▶ <b>DEMs, MEMs and MET Supervisors:</b> Submit your team's D27E Dimmers Perfect Bay of the Month photos by Fri., Dec. 30 to <b>MET_Quality@homedepot.com</b> with the associate's name, district and store number for a chance to win. One MET associate per division will win and receive #PerfectBay MET-branded merchandise.</li> </ul>

## HUMAN RESOURCES AND LEARNING

<b>OrangeLife Advantage</b> Back-up dependent care	<ul style="list-style-type: none"> <li>▶ <b>DEMs, MEMs and MET Supervisors:</b> Share Company benefits with your teams using the <b>HR Benefits Calendar – January</b> in Meetings in a Box.</li> <li>▶ January's featured benefit is back-up dependent care. In 2015, Home Depot associates saved over 4,500 vacation days with back-up dependent care.</li> <li>▶ This free resource offers eligible associates back-up child care and in-home adult/elder care. Learn more at <b>livetheorangelife.com/advantage</b>.</li> </ul>
<b>MetLife Veterinary Pet Insurance (VPI)</b> Benefits	<ul style="list-style-type: none"> <li>▶ MetLife Veterinary Pet Insurance (VPI) helps you budget for your pet's health needs. The program covers thousands of medical problems and conditions.</li> <li>▶ To enroll at any time, call the Benefits Choice Center at <b>1-800-555-4954</b>. Additional details may also be found in the Benefits Summary.</li> </ul>

**D21 LUMBER**

**NO CONTENT THIS WEEK**

**D22 BUILDING MATERIALS**

**NO CONTENT THIS WEEK**

**D23 FLOORING**

**Pergo XP stock and sign barcodes**  
Showroom of the Future

- ▶ **SELECT STORES ONLY:** An issue has occurred where stock and sign barcodes scan as sign only.
- ▶ For stock product, manually enter the stock SKU number into the MET phone to avoid printing labels with the incorrect price.
- ▶ All stock product is \$2.49 per sq. ft. and special-order product is \$2.59 per sq. ft.



**Mosaics packaging sell-through**

- ▶ Place cut-case boxes featuring old product packaging in front of the new product packaging to facilitate sell-through. (See photos right.)



Old packaging

New packaging

**D24 PAINT**

**Alex Fast Dry – January off-shelf**  
Select stores only

- ▶ **Stores in the Pac North, Pac Northwest and Pac Mountain Desert Regions only:** Service the Alex Fast Dry 10-ounce waterproof and paintable seal in the D24 conversion cart or mini-pallet during FW 48. (See photos right.)



**D25 CROWN BOLT**

**Potential late deliveries**

- ▶ Late deliveries may still occur this week due to the holidays.
- ▶ Report all late deliveries in the Crown Bolt ordering application on the MC75.
- ▶ Arrive at the store on the normal service day. Perform general service as usual. This includes decontamination, packdown and writing wrap-around orders.
- ▶ **MET Day teams:** Provide packout support for MSSs who cannot return the same week to a store with a late delivery.
- ▶ Normal delivery schedules will resume in the next two weeks.

**Winter holidays**  
Ordering schedule

- ▶ **DEMs:** Review the updated Holiday ordering schedule with your MSS and MET Supervisors. Have a coverage plan for vacations.
- ▶ Make sure all SKUs are in stock and presentation quantities are met leading up to the winter holidays.
- ▶ Refer to [myApron > MET > Departments > MET D25 > General Service > Crown Bolt > Communications > December Holiday Schedule](#).

**D25 HARDWARE AND TOOLS**

**Door Locks displays**

- ▶ During general service, make sure the Door Locks bays and displays are in good condition. (See photo right.)
- ▶ Order replacement parts with part numbers, as needed at [myApron > MET > Departments > D25 > POP / Replacement Parts / Fixture Guidance > Display Part and Fixture Reference Guide](#).



**D25T – CL31 Lube  
Bay Reset 2016  
(34513)**

- ▶ Make sure divider arms are inserted correctly to keep SKUs in place. (See photo right.)



**Incorrect**

**Correct**

**D26 PLUMBING**

**NO CONTENT THIS WEEK**

**D27 ELECTRICAL**

**NO CONTENT THIS WEEK**

**D27 LIGHTING**

**NO CONTENT THIS WEEK**

**D28 GARDEN**

**D28O 2016  
Holiday Racking  
Recovery All  
Stores (31958)**

- ▶ Per RDME request, a new survey has been created for project 31958.
- ▶ See D28O 2016 Holiday Racking Recovery 2nd Version (39550) to complete the survey and project.

**Snow tools  
Sell-through**

- ▶ Snow throwers are going out of season. Review the showroom layout for inactive, sold-through SKUs.
- ▶ Replenishment for snow shovels and snow tools stopped on Mon., Dec. 19.
- ▶ Emergency SKUs are being shipped based on pending snow/ice stores. Spread to fill as items sell through.

**D29A APPLIANCES**

**InSinkErator  
SinkTop switch kit  
for garbage  
disposals  
New product**

- ▶ Verify that all product for the new InSinkErator single-outlet SinkTop switch kit in satin nickel (1002-169-620) on the peg hook has the current part number, STS-SOSN, and the satin nickel button only. (See photo right.)

**NEW SKU#1002-169-620  
Part # STS-SOSN**

- Kit Includes:
- 1 - Outlet Box
  - 1 - Satin Nickel Button only
  - 1 - Air Hose



**1** New model # STS-SOSN

**2** New product contains Satin Nickel Button only

**D29B KITCHEN AND BATH**

**NO CONTENT THIS WEEK**

**Delta Shower Door  
Expansion 2016  
(34960, 36455)**

- ▶ The supplier is conducting a final photo review of each completed set. Make sure each reset is completed according to the RIG.
- ▶ When taking a photo:
  - Capture the entire bay.
  - Take one clear well-lit photo for each bay.
  - Don't upload blurry photos.

**D30 MILLWORK**

**NO CONTENT THIS WEEK**





## D59 DÉCOR

**D59S Store – WSE  
– Full Event +  
Endcap Stores  
(34676)**

- ▶ The Winter Storage Event began Sat., Dec. 24 and runs through Sun., Jan. 29, 2017.
- ▶ Packdown product and maintain stock levels in the department aisle and laydown area.
- ▶ Review “ones and outs” for key event SKUs. Correct on-hands accordingly.
- ▶ Execute Winter Storage Event price changes in the DAL per the normal process.
- ▶ Make sure aisles are clear for a safe and shoppable environment.
- ▶ Verify that product does not overhang the pallet by more than one inch on each of the four sides.
- ▶ A packdown/refresh project, D59S Store More Save More – WSE – Packdown (34677), will launch FW 50.

## D99 OPERATIONS

**NO CONTENT THIS WEEK**

– END –