



## Carbon Monoxide Detectors: The Landlord's Responsibility

Requirement for installation of carbon monoxide alarms have been modified to limit their installation as follows:

By January 1, 2011 carbon monoxide alarms must be installed in all new residential construction in R-1, R-2 and R-3 occupancies where an attached garage or fuel-fired heat source is present.

By January 1, 2013 carbon monoxide alarms must be installed in existing dwelling and sleeping unit in hotels, motels, apartments and single-family residential units where an attached garage or fuel-fired heat source is present.

Owner-occupied single family residences legally occupied before July 1, 2010 are exempt from these requirements.

The alarms must meet the following requirements:

Alarms must be located outside of each separate sleeping area, in the immediate vicinity of the bedroom.

Single station carbon monoxide alarms must be listed as complying with UL 2034, and installed in accordance with the code and manufacturer's instructions.

The emergency rulemaking will be followed by the regular rule-making process in 2011. Please visit our website at [www.ga.wa.gov/sbcc](http://www.ga.wa.gov/sbcc) for more information on this topic and to view rules as filed.

*Excerpted from the State Building Code Council 12/10/2010 info sheet.*

## Congratulations Orca! For winning NARPM King County 1st place Vendor Display



## What people are saying about Orca...

"Amanda ~

I just wanted to tell you how helpful you and the rest of the staff there at Orca Information Inc. have been. I have almost never had follow up messages from XXXX, Inc. (Seattle based screening company), nor do I remember them ever coming through with verifying Rental or Employment Income. I always had to do it myself and didn't see why I was paying them to do it when they didn't follow through with it. So, thank you! – and thank the rest of your colleagues too."

T—SeaTac, WA

## Message to our clients: New Prices

*Effective December 1st, 2011*

*Due to increased costs from our Data Retrieval companies, we are forced to increase prices. New prices will take effect starting on December 1st, 2011. Call (800) 341-0022 or email us at [Orca@orcainfo-com.com](mailto:Orca@orcainfo-com.com) for further information.*

*Thank you for your business,  
- Orca*

*We wish you all a  
Very, Merry Christmas!*

*In observance of Christmas  
Our office will be open on  
Saturday, Dec. 24, 2011 from 9 a.m.-12 p.m.  
Closed Sunday Dec. 25, 2011 and  
Resume normal business hours on Monday*



Orca Presents...

**[www.OrcaInformation.com](http://www.OrcaInformation.com)**

Announcing Orca's NEW website!

Convenient

Easy To Use

Online Applications

Helpful Forms & Links

Online Account Access

Much, Much, More...

### Employee Theft Prevention

The statistics on employee theft are staggering:

According to the U.S. Department of Commerce, employee dishonesty costs American business in excess of \$50 billion annually.

The U.S. Chamber of Commerce estimates that 75% of all employees steal at least once, and that half of these steal again ...and again. The Chamber also reports that one of every three business failures are the direct result of employee theft.

Loss Prevention executives responding to the University of Florida 1998 National Retail Security Survey attribute 42.7% of their annual shrinkage losses to employee theft.

So how can a company prevent this type of unwanted activity? Each industry is different but here are some good overall pointers:

- Pre-screen employees. For as little as \$10 you can check criminal records, credit history or other information. Employers can identify theft patterns, workplace violence issues or previous sexual harassment problems and react accordingly. Addressing these issues before employment begins is much easier than attempting to correct a problem uncovered after the start of employment.
- Conduct frequent physical inventories. Pilferage is one of the most common forms of internal loss. Reconcile sales to inventory on a quarterly basis, or at least annually, with the help of a third party. Conduct surprise inventories.
- Separate bookkeeping functions. Misapplication of payments can lead to embezzlement. Do not let the same person who processes checks also manage the accounts receivable records.
- Personally approve bookkeeping adjustments. Approve any adjustments to the books no matter how slight – even adjustments to correct an error.
- Control check signers. Limit the number of signatories to yourself and one or two highly trusted assistants. Keep blank checks under lock and key.
- Review monthly bank statements. Instruct your bank to send the monthly statement directly to you. Review the statement before passing it on to your bookkeeper. This review allows you to spot any improperly executed checks.
- Tighten up on petty cash. Allow only one or two trusted employees to disburse petty cash. Require that a receipt and a signed voucher be submitted for all petty cash disbursements.
- Separate buying and bookkeeping. To maintain a system of checks and balances, assign ordering and payment responsibilities to different employees.
- Watch company credit cards. Require all credit cards be signed out and all credit card expenses be authorized by a purchase order.
- Document all expense reports. Require strict documentation for all reimbursable expenses incurred by employees. Subject every expense account voucher to a pre-audit review procedure before payment.
- Have a third party refund policy. Issue refunds only upon the approval of a third party, preferably a trusted assistant.

By taking a look at these policies and procedures and making adjustments, companies can avoid a myriad of problems and therefore increase productivity and profitability.

**New Survey reveals that** young workers (age 18 to 24 years old) in the United States are *twice as likely as older colleagues to steal office supplies* for homes use without thinking its wrong, according to an April 2006 Workplace survey. And all those missing paper clips and pens add up to more than 50 billion a year. "A lot of people that steal don't consider it stealing. They just consider it taking things or that it's a fringe benefit."