

**From:** Williams, Susan L

**Sent:** Thursday, January 28, 2021 11:42 AM

**Subject:** Soiled UVMHC Laundry Drop Off In Given Now Available

**Please forward this communication to everyone in your units who may want to utilize this service. Thank you.**

Good Morning,

In response to several requests from UVMHC/LCOM faculty and staff regarding dropping off soiled laundry (scrubs, etc.) in LCOM space, we are pleased to announce that we have made a drop off location available on the Given loading dock. UVMHC has agreed to pick up this laundry for our community.

A few details:

- All soiled laundry must be placed in double knotted plastic bags. Departments should provide these bags to their faculty/staff for use.
- As of now, the laundry will be picked up approximately once per week prior to 5PM Monday thru Friday. UVMHC will determine the frequency of pick-ups after they review the amount of use for this bin.
- Please do not put anything else in this bin. It is strictly for UVMHC soiled scrubs/laundry.
- Due to access issues for UVMHC staff, this will be the **ONLY LCOM drop off location**.
- Any questions should be directed to me and I'll do my best to answer them.

Photos are attached for your information.

Please let me know if you need further information.

Best,  
Sue

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