



Date: 9/22/2020

To: CASE Faculty and Staff

RE: Lab Coat Laundry Service

Case Western Reserve University uses Merchants Linen Services for the monthly laundering of laboratory coats/scrubs.

To establish service, contact the Merchants Linen representative for CWRU at 216-961-3310. Once an account is established, drop off lab coats in the dock area of Shipping and Receiving in the Service Building or the dock area of the Wolstein Research Building (WRB). If laundry is soiled, please bag separately, then place along with other laundry in another plastic bag. Place in the receptacle provided **inside** the dock area beneath the sign that reads, "Merchants Linen".

Merchants Linen Services **requires** labeling the inside collar of lab coats/scrubs with building and room number. Additionally, it is necessary that the following information be included **in** the bag:

- Location of laboratory
- Name of PI and Department and phone number
- Number of lab coats to be laundered
- Any repairs needed (e.g., a missing button)

Payment for laundry service is collected monthly. P-Card use will be permitted. An invoice will be returned with delivery showing the p-card payment for accounting purposes.

Drop-off / Pick-up Schedule:

Coats/ Scrubs dropped off by Tuesday, may be picked up on the following Tuesday.

Clean lab coats are delivered on hangers to the same location where dropped off. **BE SURE TO PICK UP YOUR CLEAN LABORATORY COATS ON TIME TO AVOID ANY POTENTIAL CONFUSION.**

Complete the **sign-in sheet** that is posted near the receptacle where lab coats are dropped off in the Shipping/ Receiving dock area of the Service or Wolstein building. Write the drop-off date, PI name, department, room and phone number, and the **number** of lab coats on the sign-in sheet. When picking up lab coats, write PI name and date on the sign-in sheet.

If these procedures are not followed, lab coats will not be picked up. If you have any questions, contact the EHS office.