

MEMORANDUM

Date: October 4, 2001

RE: Shop towels

Effective Tuesday October 2, 2001 the new policy for rag use went into effect. All of the trades people were trained and instructed to no longer use the rags in a box that were obtained from central stores. Shop towels are now being supplied from Morgan linen for use by all of the trades. These shop towels are available at the mechanical storeroom and the dirty ones must be returned to the same location, to be picked up and laundered by Morgan linen.

The following people are the only ones that can use the boxed rags:
The custodial staff
The asbestos crew.

This policy was developed to assist Facilities Services in complying with EPA regulations on hazardous waste.