

Lab Coats:
Procedure for Laundering
For Non-Hospital Hosted Buildings

Lab coats which are used in biological or chemical labs are **NOT** to be taken home to be laundered under any circumstances.

General Instructions for Laundering (Two Options):

To set up your account contact Al VanderVliet, Customer Support Services Leader via email: vanderal@hhsc.ca.

Please provide the following information on the email:

- Name on account
- Extension
- Building
- Room number
- Account number to be charged

Cost for laundering per lab coat is \$2.50, which may be subject to change.

All clean lab coats are delivered weekly, once returned from the linen company.

Prior to use of your lab coat, all **new** coats must be brought to Mike Mans in the Linen area for labelling.

Each coat will be stamped with the number five to identify it as belonging to the Hamilton Health Sciences location and a label will be applied to the inside of the collar with the building, room number and account number printed on it. Please do not remove this label as it is the tracking system for your lab coat. Once this has been completed the coats may be dropped off in laundry bags without informing anyone.

Option 1: Drop Off at Laundry Area Located in HHS

The location of the drop off is the 1T area CSS – Customer Support Services; Stores and Linen in Hamilton Health Sciences behind the yellow elevators. Once you pass the yellow elevators, take the hall to the right and follow it to the first right, follow this hall to the doors to the CSS – Customer Support Services; Stores and Linen area which will be on your left hand side, it is a set of double doors. The room for drop off and pick up says Linen, there is no number on this door and it is located inside the 1T area.

Lab coats to be picked up will be hung on a hanger and placed on the rack in the Linen area of Hamilton Health Sciences. To locate your coat please look for your location on the collar of the lab coat. **A fresh laundry bag must be picked up from Linen services each time you send a soiled bag to the laundry.**

If you have any questions about cost, labelling, etc., please direct them to Al VanderVliet at extension 73082.

Option 2: Trucking

There will be a cost associated to have McMaster University trucking transport the lab coats between your location on campus and Hamilton Health Sciences. Contact Facility Services at ext. 27008 or the Customer Service Desk at ext. 24740 to make arrangements for pick-up. For pick-up, all lab coats must be placed in a laundry bag and the bag must be drawn closed. **Trucking WILL NOT bring a fresh laundry bag to each pick up, fresh laundry bags must be picked up from Linen Services each time you send a soiled bag to the laundry.**