Memorandum

To: Occupants of Medical School Research Labs and Offices

From: Bonnie Gene Brown
       Associate Director - Facilities

Date: December, 2012

Subject: Holiday/Season Day Operational Procedures

During the University's holiday period (12/25/12 thru 01/01/13), limited custodial services will be provided in Medical School buildings. There will be no trash pick-up in labs or offices.

Persons who occupy offices and labs will be expected to remove the plastic bags from their waste receptacles and place them in the Rubbermaid trash containers that will be located on each floor. Extra plastic bags will be placed in the bottom of individual waste containers for use during the holiday period.

Building Services personnel will remove the trash from the Rubbermaids and will provide paper supply restocking in the restrooms on December 24th, 26th, 27th, 28th & 31st, 2012.

Thank you for your cooperation in this matter.