

## Tenant Bulletin



**Date:** June 29, 2009  
**To:** Ninth & Jefferson Tenants  
**From:** Elisa Handley, Property Administrator  
**Re:** NJB Linen, Biohazardous Waste and Sharps Disposal

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The Property Management Team at the Ninth & Jefferson Building would like to announce the procedures that have been put in place regarding linens, biohazardous waste disposal and sharps disposal. Please note the processes below as they relate to your areas:

### **Linen Process:**

Consolidated Services will continue to provide linen service for the clinics in the Ninth & Jefferson Building. Tenants may contact Carol O'Hara regarding their linen needs at (206) 520-4700 or by email at [cohara@u.washington.edu](mailto:cohara@u.washington.edu). Based on the levels of linens requested from Consolidated Services, the process will proceed as follows:

- Consolidated Services will deliver the requested linens in carts each Monday.
- The evening janitorial staff will deliver the linen carts to the clinics each Monday evening.
- The carts may be unloaded by clinic staff as needed.
- Clinic staff may call the Property Management Office for pickup of empty carts.
- The evening janitorial staff will collect soiled linens from the soiled utility rooms each evening.
- The collected soiled linens will be picked up each Monday when clean linens are delivered again.

Please note, that due to increasing usage of the loading dock and insufficient storage space, clean linen carts will no longer be stored on the dock. All clean linens delivered on Mondays will be delivered on Monday evening. If you need to make adjustments to the amount of linen delivered, please contact Carol O'Hara.

### **Biohazardous Waste Disposal Process:**

Biosystems, a division of Stericycle, will provide biohazardous waste disposal services for the Ninth & Jefferson Building. The process will proceed as follows:

- Stericycle will provide large empty biowaste bins to the loading dock each Friday.

- The evening janitorial staff will deliver empty biowaste bins to the appropriate soiled utility rooms each evening as needed.
- Clinic staff may place items into the biowaste bins as necessary.
- The evening janitorial staff will empty smaller exam room biowaste bins into the large biowaste bins located in the soiled utility rooms each evening.
- When the large biowaste bin is full, the clinic staff may contact the Property Management Office for removal of the full bin.
  - o Please note that the bag inside the bin must be tied by clinic staff with a single knot and the lid must be secured.
- The janitorial staff will remove the large full biowaste bins and replace with large empty biowaste bins.
- Full biowaste bins are temporarily stored onsite and are picked up each week by Stericycle, at which time Stericycle also supplies more empty bins.

### **Sharps Disposal Process:**

Biosystems, a division of Stericycle, will provide soiled sharps disposal services for the Ninth & Jefferson Building. The process will proceed as follows:

- Sharps containers in the clinics are supplied by Biosystems prior to move-in.
- The clinic staff should use the sharps containers as normal.
- Biosystems will visit each sharps location each Tuesday and remove full sharps containers and replace with empty containers.

Please note that disposal of any other types of waste (e.g. gray bin biohazard waste, purple bin or yellow bin waste) must be coordinated by the clinic staff. As always, please do not hesitate to contact the management office at [njbmgmt@wrihtrunstad.com](mailto:njbmgmt@wrihtrunstad.com) if you have any questions or concerns.

Thank you and have a great day.