

## Laundry at Kakaako

First Issue: 5/8/06, Revised: 6/28/10, 5/7/12, 1/30/15, 11/16/15, 12/22/16

### **Instructions For PI's and Assistant Researchers:**

- AVS will offer laundry services to PI's that use the Kakaako Vivarium to wash soiled garments that have been worn in the Kakaako vivarium by authorized users. AVS will not wash any contaminated material or anything considered a biological/chemical hazard unless it has been properly decontaminated via autoclaving by the PI.
- Soiled garments are to be left in soiled laundry bins in locker rooms.
- PI's should remove everything from pockets before leaving/giving soiled garments to AVS.
- Arrangements should be made ahead of time as to how the clean garments will be returned to the PI's so that items don't get lost.
- It is required that you clearly identify your garments to be left for laundering so they can be returned to the proper person/department.

### **Instruction For AVS Care Staff:**

- This service will be billed to the investigators as 15 minutes of technician time billable at the current rate (See Fees and Billing), regardless of the number of items laundered
- AVS will fill out a charge voucher indicating the full name for each PI, protocol number to charge the services, the date the services were performed, description of service, and technicians' time to be charged. The staff member that folds the laundry and completes the service will fill out the charge voucher (see cheat sheet below).
- Turn in completed charge voucher to the Operations Manager for the charges to be entered.
- Care staff doing the laundry should not be exposed to dirty cages or supplies before handling clean laundry. It is imperative to handle clean laundry earlier in the day before any cage change-outs, cleaning/scraping dirty cages or cage washing OR AFTER A SHOWER AND NEW SCRUBS.

### **Procedures:**

- Use a VERY SMALL QUANTITY of High Efficiency (HE) detergent, 1-2 Tablespoons maximum
- Use a VERY SMALL QUANTITY of fabric softener, 1 Tablespoon maximum
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- Weekly – Add 1 Tablespoon of salt to the inner basket/barrel, and add 2 tablespoons of white vinegar in the soap compartment. Rinse and spin twice to remove mildew and mold.
- Leave the front door and soap drawer open every night to air out humidity.

### **PI Cheat Sheet:**

(THE CHARGES FOR A SINGLE LAB COAT OR SCRUB SET IS 15 MIN. MINIMUM)

- Ann Hashimoto (colorful scrubs with prints)- Marla Berry/HOFFMAN
- Aaron Tuia (green scrubs)- Ralph Shohet- 05-066
- Fogelgren lab coats – Ben Fogelgren 11-1094
- LeSaux lab coats – O LeSaux 10-1016
- ABSL3(scrubs)- Nerurkar/Verma/HOANG split 3 ways \*CHARGE FOR 45 min–15 min each PI\*

### **Wash Cycles:**

- Scrubs = heavy duty cycle/custom cycle
- Gown = hand wash cycle
- Green cloths = normal cycle \*no fabric softener\*
- Mico-fiber mop heads & mirco-fiber cloths = sanitary cycle \*NO fabric softener\* HANG DRY ONLY!