

LAB COAT GUIDELINES - TUFTS CHEMISTRY DEPT

TUESDAY mornings, our CINTAS driver makes his rounds. All cleaning, pickups, ordering & delivering of new coats, and returning of cleaned coats happens then.

LAB COAT CONTACT: Kirsten Hickey – Business Office

Kirsten.hickey@tufts.edu

617-627-2634

Ordering

To order new coats, send an email and place corresponding order in chem order site.

Email must include the following:

1. Name of person needing the coat
2. Status (grad, post grad, PhD candidate, undergrad, staff, etc)
3. Type of coat needed – Blue or White
4. Size
5. Justification for more than one coat- if applicable (general guidelines = 1 coat per person)

Email will be sent once coat arrives. Delivery takes normally 1-2 weeks, but sometimes takes longer, unfortunately.

When you pick up your coat, please make note of the number on the top right corner, above the barcode. **This is your lab coat #.**

You are responsible to maintain your coat as best as possible. We pay weekly rental fees for the coats, which **do** cover repair and replacement if the coat has an issue such as ripped seams, lost snaps, etc. For any coat lost or destroyed, however, Tufts is charged a sizeable fee, so please do your best to maintain your coat, and please return it following guidelines below when it is time for you to leave Tufts, so that we are not charged a lost coat fee.

Cleaning

When your coat needs to be cleaned, please place in the bag downstairs near the Loading Dock. Cleaned coats will be returned hanging on the rack in the Loading Dock.

Please make note to yourself what date you left it for cleaning pick up.

Please contact Kirsten if your coat does not come back in 1-2 weeks.

Leaving Tufts

If your time at Tufts Chemistry has come to an end, please follow these steps:

1. Attach large note to your lab coat – saying 'REMOVE FROM SERVICE'
2. Leave lab coat (with the note attached) in the cleaning bag for pick up
3. Email Kirsten to let her know you have done the above 2 steps, please also include a photo of the lab coat label and the date that you left the coat in the bag for pick up

If you have any questions about lab coats in general, please contact Kirsten Hickey, 7-2634.