**New PRL Dishwashing System starting November 13, 2023**

Dear PRL Labs,

Beginning November 13, 2023, we are going to try a new dishwashing system (it is not really new since this system was in place pre-COVID for over 10 years).

* Starting next week, we are asking the labs to bring full dish carts to the dishwasher room located at S214.
* Please leave your lab cart in the hall, single file on the West side of the hall.
* Once your dishes are at S214, the PRL office students will wash them in order that they have arrived.
* Once a cart is completed the PRL student will return it to your lab.

**General requests**

* Make sure all your carts are clearly labeled with lab name and room number.
* Labs should only ever have 1 cart in the cue in the hall outside S214.
* Please do not overfill carts, we want to put clean dishes back on the same cart.

We are hopeful that this will be a better system for the PRL office student schedules. On days that PRL office students have more time, more dishes will get done and returned to labs. On days when PRL student coverage is minimal less dishes will get done.

We want to give this system a try for a semester and see if it works better for PRL labs.

**Labs wanting extra dishes cleaned**

There are times that the dishwasher in S214 is not in use. We have placed a whiteboard near the PRL mailboxes that indicates when the washer will next be needed by the PRL office students. If according to the white board, the dishwasher is available, and your labs want to do a load themselves it is possible. We do have some requests if you want to wash your own dishes.

* Any new dishwasher personnel must be trained by Melissa Borrusch on how to load and run the washer.
* You must set a timer for 70 minutes and remove your dishes promptly when the washing is done. No leaving your dishes in the washer for hours or overnight, others may want to use the machine.

If you have questions or concerns about the dishwasher and new system contact Melissa Borrusch at donatome@msu.edu or 517-206-0471 or Linda Danhof at danhof@msu.edu or 517-881-8389.

Thank you.