This document is a reference tool so all staff can handle various clutter issues and keep our organization neat and orderly at all times.

**Art Work**
Damaged picture frames or art work being knocked off a wall are to be directed to Nancy Gassdorf at 3-5026 or Carrie McClintock at 6-2787. For concerns regarding art in any of the nine Gifts of Art Gallery sites contact 6-2787. This includes cases and framed art.

**Broken Furniture**
Enter into Support Services Link (at UMHS Home Page and click on Support Services Link. Open the link to Facilities Svcs: Maintenance / Biomed, print out request and tape to broken furniture. Item will be picked up and taken to Facilities for repair and returned or disposed of if un-repairable. Unit will be notified if the item is to be disposed of.

**Broken Patient Bed**
Call Clinical Engineering at 6-5056. First attempt is to repair the bed on unit; otherwise it will be removed by Patient Equipment personnel, sent to Biomed to be repaired then returned to the fleet of available beds.

**Chemo Buckets**
Chemo buckets have been discontinued. See entry for pharmaceutical waste containers.

**Empty boxes, trash, etc…**
Place in trash receptacle or contact Environmental Services at 6-5167. Boxes should be broken down.

**Equipment and/or furniture for offsite storage**
See offsite storage.

**Food Carts and Cafeteria Trays**
In University Hospital and the CVC, patient food trays and carts are picked up throughout the day; if an issue arises, page 1863. For patient tray or cart issues in C&W, page 7092. Cafeteria trays are to be returned to the cafeteria "tray return" or contact Aramark Services at 6-5991. Catering carts and small wares (coffee pots, etc.) are to be returned to the Catering Office or contact Aramark Services at 6-5991.

**Hazardous Waste**
Call Safety Management Services at 4-4427 for pick-up of hazardous waste, including waste from hazardous material spills.

**IV Poles, Commodes, Walkers**
These are unit based, non-patient chargeable equipment cleaned by Environmental Services and stored in unit equipment rooms.

**Motorized Scooters/Wheelchairs**
Motorized scooters are located at the front entrance area of Taubman/University Hospital, C&W, Cancer Center and CVC. They are for patient/visitor use only. For usage check with the Welcome Center Desk Staff.

**Offsite Storage**
For files/records, office furniture, or long-term storage (18 months +) please contact an outside vendor such Corrigan (Dan Burke 734-973-4413 dburke@corriganmoving.com or Phoebe Reynolds 419-873-2-3024 preyolds@corriganmoving.com For all other storage needs, please submit your online request at: MS-MSC-STORAGE@med.umich.edu TGALLOWAY 734 973-4413

**Oxygen Cylinders**
Excess cylinders are picked up by Respiratory Care. Contact UH Adult Respiratory Care at pager 1550 or C&W Respiratory Care at pager 2569.

**Pallets**
Empty pallets can be recycled by contacting Dock Receiving for a pick-up at 6-6082 or pager 7398.

**Paper Records for offsite storage**
See offsite storage.

**Patient Equipment Items**
Included in this category are the various pieces of reusable patient equipment such as PAPR's, infusion pumps, syringe pumps, feeding pumps, pain pumps, pacemakers, hypothermia machines, etc. Upon discontinuing this
equipment, it should be placed in a soiled equipment room. Patient Equipment conducts rounds of the soiled equipment rooms throughout the day. If excess develops, contact Patient Equipment at 6-6158.

**Pharmaceutical Waste Containers**
Obtain through Environmental Services for the main medical campus. Off-sites must order through the MSC catalog, the 5-qt container is #47016 and the 8-gal container is #47017.

**Soiled Linen**
Place in soiled linen hampers. Contact Environmental Services at 6-5167 for matters concerning soiled linen carts.

**Soiled Upholstered Furniture**
Contact Environmental Services at 6-5167 or enter into Support Services Link (at UMHS Home Page and click on Support Services Link). Open the link to Environmental Services print out request and tape to soiled furniture.

**Specialty Beds and other rental equipment**
Contact MedEquip at 734 971-0975 for pick up.

**Stretchers**
Transportation stretchers are labeled and placed in UH at: East staff elevator alcoves floors 4 through 7, West staff elevator alcove floor 6, East and West B1 elevator alcoves. In C&W they are in the elevator alcove and in CVC they are stored in identified storage locations. Some departments own their own stretchers and should be called directly if found: UH OR/PACU 6-4281, Pediatric ICU 6-8981 or 3-2402, C&W OR 3-2430 and E.R. 6-6660.

**Strollers**
Strollers are labeled with their unit location. Lost strollers can be returned to their rightful location by contacting Patient Transportation at 6-4610.

**Trash Carts**
Trash carts are exchanged through Environmental Services at 6-5167.

**Unwanted furniture and equipment (Removal from Facility)**
Dispose through Property Disposition by notifying Maintenance Dispatch at 6-5054. Assets with a bar coded label must have a declaration of surplus form completed. Form location: [http://procurement.umich.edu/property-space-management/property-disposition-u-m-departments/forms](http://procurement.umich.edu/property-space-management/property-disposition-u-m-departments/forms)

Various department-owned carts and equipment
Generally, these items are labeled with the owning department name. Contact the respective department to retrieve.

**Wheelchairs**
Patient Transportation stages inventories of wheelchairs in various strategic locations such as the main entrances of Taubman, Cardio Vascular Center and Comprehensive Cancer Center. In addition, wheelchairs are stocked on the UH floors at the 4D and 8A elevator alcoves and in C&W at the elevator alcoves. Excess quantities or broken wheelchairs can be removed by calling Patient Transportation at 6-4610. Physical Therapy maintains some very specific wheelchairs which can escape into the hospitals, call 6-7070 should any of these chairs be found. Also, wheelchairs are for patient movement and should not be used to move personal belongings. Material Services has carts which can be borrowed for short periods of time by contacting 6-6166.

Direct comments or questions regarding a specific area or service to:

- Entrance Services: Greg Lambert – 36838 or glamb@umich.edu
- Environmental Services: Maurits Hughes – 39048 or hughesmt@umich.edu
- Facilities: Joe Stchur – 71141 or jstchur@umich.edu
- Gifts of Art: Carrie Mc Clintock – 67634 or cmcclin@med.umich.edu
- Logistics and Support Services: Frank Krupansky – 66166 or fkrup@umich.edu
- Patient Food and Nutrition Services: Joyce Kerestes – 65197 or joyceks@umich.edu
- Laundry Services: Croocks – 49320 or rcroocks@umich.edu
- Security Services: Perry Spencer – 35511 or pkspence@umich.edu
- Safety Management: Jan Lach – 76566 janlach@umich.edu