

INTEROFFICE MEMORANDUM

TO: ALL STAFF
 FROM: LINDSAY DICKIESON
 SUBJECT: LAUNDRY DETERGENT AVAILABLE FOR STAFF
 DATE: APRIL 7, 2020

As we all launder our clothes more often during Covid-19, The Mount is providing staff with free laundry detergent. This detergent can be used in top load or front load machines. The details:

Instructions for use:

Regular Load – amounts to use per load	Heavy Soil Load – amounts to use per load
1-2 ounces	2-4 ounces
30-60 mLs	60-120 mLs
2 – 4 Tablespoons or 1/8 to 1/4 cup	¼ to ½ cup

- There is no cost to the employee.
- You must bring your own bottle(s) / container(s) labeled with your name – we will fill it for you.
- Drop your labeled bottle(s) / container(s) at the front office for fill up. We will do our best to fill it the same day.
- A disposable water bottle, yogurt container with lid, sauce jar with lid – these are all good options for clean, empty containers. Put your name on the container and we will fill it for you.
- Use a non-food container, or a container that you will not use again for food.
- Do not dilute the detergent, mix it with anything else, or add anything to it.
- A maximum of 500 mL per week per staff is allowed.
- 500 mL will do between 8 and 16 regular loads of laundry depending on how much detergent is used per load.
- Please take a spec sheet and label for your bottle(s) / container(s). Any chemical in a bottle should be labeled, even for home use. Safety Data Sheets are also available by request.

I hope this is helpful. If you can think of other ways we can help you at this time please let us know.



Lindsay Dickieson
Administrator