



Date: 19 June 2009

To: **Building Managers, Physical Plant Directors and Supervisors, and other U.W. - Madison Departments and Centers purchasing employees' prescription safety glasses**

From: Molly Stone, Safety Eyewear
U.W.-Madison Environment, Health & Safety Dept.

Re: **Schedule for Safety Glasses' Orders and Pick-Up at the U.W. - Madison Environment, Health & Safety**

The hours and days for ordering and receiving prescription safety glasses are listed below. The program remains in the EH&S Department, 30 East Campus Mall. The following are the days and hours of operation:

Monday and Friday mornings 8:00 A.M. – 11:00 A.M.

Wednesday - Do not do glasses

Tuesday and Thursday afternoons 1:00 P.M. – 4:00 P.M.

Need to call ahead (Office phone: 890-2658).

We in the EH&S Department hope this schedule will help us provide more dependable service and make obtaining safety glasses more convenient for all concerned. As always, we welcome your comments and suggestions for improving this very important service for U.W.-Madison employees.

Thank you.

Environment, Health & Safety Department

a unit of Facilities Planning and Management