

Winter 2008

The University of Iowa  
Business Services  
quarterly newsletter

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## Green initiatives important throughout Business Services

Stocking green products; conserving fuel and laundry chemicals; recycling waste; carpool matching; promoting online business practices.... the departments in Business Services work to help reduce the carbon footprint at Iowa.

### Paper

The Printing Department and Copy Centers use primarily recycled paper, with more than half of their stock lists having recycled content. The paper used to print the University's letterhead and memo pads is made from recycled paper, as well.



### P&T earns "A" in sustainability

The UI Parking and Transportation department scored an "A" on the College Sustainability Report Card 2008, released in October. The report card assessed the 200 U.S. public and private colleges and universities with the largest endowments, ranging from \$230 million to nearly \$35 billion.

The report cited P&T for its use of flex-fuel vehicles, biodiesel, and hybrids; free Cambus service; commuter van program; discounted

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## Office product show on January 17 at hospital



The 2008  
General  
Stores/

OfficeMax Office  
Products Show will  
be held Thursday,  
January 17, from  
9:30 a.m. to 12:30

p.m. in the hospital's East  
Room, 8008 RCP.

The show will feature representatives from many different office supply vendors. Please make plans to attend.

Gary Anderson



## Fleet Services offers free gas, cleaning



If your department's  
leased vehicle sits  
idle on occasion,

consider loaning it back to Fleet Services for short-term rentals—in exchange for a tank of free gas and a free cleaning. Sometimes there is a shortage of rental vehicles, so Fleet Services is offering this incentive to maximize use of the University's fleet.

When you loan your vehicle, a Fleet Services staff member will pick it up and return it to you after it has been cleaned and filled with a full tank of gas. Contact John Knoll, 384-0564 to take advantage of this offer or for more information.

General Stores sells recycled copy paper at low prices through a statewide contract. It encourages the use of online directories and ordered 3,000 fewer herdbooks this year as a result—saving \$10,000. Central Mail continually promotes address list cleansing, which can reduce paper waste considerably. It recycles Campus Mail envelopes by storing empty ones and redistributing them on request to departments.

### Fuel

Parking and Transportation has reduced gas consumption and emissions with alternative fuel use and transportation initiatives, with its bus, commuter, and fleet services (the latter includes Prius

(continued on page 2)

## UI, Iowa State, UNI print, mail managers meet

Gary Anderson and Chris Kula met with their Print, Stores, and Mail colleagues from Iowa State University and the University of Northern Iowa in Grinnell in December.

The topic of green initiatives at each school was a priority for discussion, focusing on paper stocked at General Stores and paper used in the Printing departments, as well as Forest Stewardship Council (FSC) Certification and green janitorial products. The group meets quarterly to discuss common issues and to share information. *Gary Anderson*

### Education & Outreach

#### Orientation

Business Services staff participate in Learning and Development's new staff orientation sessions each month. Contact Linda Noble, Parking and Transportation, or Jenean Arnold, other departments.

#### Tours

Groups are welcome to tour Printing, Mail, and General Stores at the Mossman Business Services Building. Contact Jenean Arnold for more information.



*Several pallets of used toner cartridges wait in the General Stores staging area for pickup by a recycler.*

*(continued from cover)*

## Green initiatives important

leasing and rentals). It received an "A" on a college sustainability report, the highest grade of all the UI areas that were surveyed.

Campus Mail eliminated duplication in its routes to cut 25,000 miles a year without hindering service. Printing, General Stores, and Central Mail have consolidated deliveries, reducing the number of small packages going out on large delivery trucks as well as the number of vehicles driven on campus.

### Water

The Laundry Service reduces water and energy consumption by reusing heat and recycling water with a water reclamation system for its wash-rinse process. The system allows for rinse water from the washing machines to recycle as feed water for the machines' first cycle of the next wash, and it also returns steam condensate to the boilers as feed water.

### Equipment

Nearly everything that Equipment Rental and Surplus supply—electronics from Rental, and that plus just about everything else from Surplus, including furniture, lab supplies, hospital equipment, and more—is recycled directly for reuse. In addition to reselling intact equipment, Surplus sells to "scrappers" who recycle plastic, metal, glass, and wood, including pallets. Only about 10 percent of Surplus material goes to the landfill.

### Waste

Printing recycles tons of paper trimmings, cardboard, aluminum printing plates, and film (which contains silver). General Stores facilitates the campus-wide recycling of used toner cartridges by picking them up on delivery routes and sending them to a recycling company. It also arranges for the proper disposal of spent fluorescent bulbs, which contain mercury.

Our departments are keenly aware of their responsibility to the environment and have participated in conservation initiatives for years. Their commitment remains strong, as they keep looking for more ways to be green.

## Cambus runs free shuttle for men's basketball games

If you plan to attend a men's home basketball game, try using a Cambus shuttle to get there. The buses, sponsored by the Athletic Department, are available to the general public free of charge.

Pregame shuttle service begins at the Hancher Auditorium and Hawkeye Commuter parking lots about one-and-one-half hours before game time, with limited service available during the games. Postgame shuttles operate for about a half hour after each game ends.

For specific times, go to [www.uiowa.edu/~cambus/bktballshuttle.html](http://www.uiowa.edu/~cambus/bktballshuttle.html). Call the Cambus Office, 335-8633, for more information.

## Central Mail unit review completed



A Central Mail unit review to evaluate its operations has

been completed. The report concluded that "the role of Central Mail is an essential relationship to the University and its functions."

Recommendations included working more closely with UI Purchasing; bringing jobs printed by outside vendors back to be mailed by Central Mail; and increasing marketing initiatives.

A review of Equipment Rental is in progress, and Surplus will be reviewed after that. The reviews, required for every Finance and Operations department and unit, take place every five years.


## General Stores' October sales second highest ever

 October 2007 was the second-best month ever for General Stores, with more than \$296,000 in purchases through the OfficeMax contract. Sales this year are 12 percent higher than sales last year. Thanks to everyone for making this contract so

successful and thanks to all of the new customers who have recently signed up for online Pcard ordering.

If you would like to be set up for online ordering or have any questions about the contract or office supplies in general, please contact Gary Anderson, [gary-anderson@uiowa.edu](mailto:gary-anderson@uiowa.edu).

## Save major time, money with new mail inserter

 How many times have you scrambled to pull together enough bodies—staff, students, temps, passersby—to stuff hundreds of envelopes that should have been mailed days earlier? There's a better solution: Central Mail's automated inserter.

"Why spend more time and money than you have to, when Central Mail can do it in minutes, for pennies," says manager Chris Kula. "We have




less than twenty-four hours turnaround on most mail jobs, given the proper paperwork, materials, and address files." The inserter was installed and tested during the fall, and now is ready for business.

"The ramp-up period is ending, and we are looking for more volume. We hope to use it to run tax forms, for those who still choose the paper mailing," says Kula.

The fee ranges from two cents per piece for one insert to four cents per piece for six inserts.

Help the University save money: sign up to receive your W-2 or 1042-S tax form electronically. The forms will be available on the web about a week before they are mailed. For more information, go to the Human Resources self-service website, [hris.uiowa.edu/selfservice](http://hris.uiowa.edu/selfservice).

## Fleet Services makes changes in requisition


 Fleet Services has improved its online requisition with the following changes: an option to reserve a GPS navigational device; an ability to cancel a reservation that has been approved through Workflow; and a field to provide additional

information if towing a trailer. Staff in Human Resources Information Service worked with Fleet Services on the new requisition, which is now in use. Contact John Knoll if you have questions about the upgrades or need more information about the form.



*Laundry employee David Hansen fluffs new sheets before laundering them and sending them to University Hospital.*

## River of linen flowing between Laundry, hospital

 A partnership in efficiency between UI Laundry Service and the hospital is producing notable results as endless yards of cloth flow smoothly, like a river, between the two.

Before June 2007, Material Services personnel at the hospital unpacked, fluffed, and bagged their new linens and loaded them onto Laundry Service trucks. After arriving at the Laundry, the items were classified, sorted, and bagged for washing. Each piece was individually handled five or six times before being washed, which was too much handling—plus too much storage space used and too much time involved.

Now, new shipments of health-care linens are immediately trucked from the hospital to the Laundry. Each hefty shipment holds numerous cartons and weighs more than 1,200 pounds per skid. Laundry workers unpack, fluff, and process three or more of these shipments a week. There is no need for hospital staff to handle new linen until it is time to dispense it, because the Laundry staff now processes it and adds it to the inventory system. This leaves hospital staff more time for other duties. Valuable space is also freed up for other uses.

At the Laundry, piles of snowy linens wait their turn to be washed. Top sheets are here, bottom sheets, blankets, and pillowcases over there, followed by colorful piles of surgical linens, all neatly sorted. Larger quantities of one type of health-care linen can be washed and integrated into the linen rotation system at one time. There are fewer piecemeal loads, and the linen can be prepped faster for delivery. This means more product, more efficient washing and drying, and faster turnaround time.

This one change to the linen-handling process has produced multiple benefits. While the manner has not changed, the location of the process has.

"Reduced handling, more efficient use of Laundry resources, better allocation of storage space, and faster input of new linens into inventory makes this change a win-win for UIHC and Laundry Service," says Laundry Manager Dave Gray.

*Jo Anne Worley*



(continued from cover)

## P&T earns “A” in sustainability

bus passes for students and staff; and University funding for campus bike programs.

The University of Iowa received a cumulative grade of “B–”, up from a “C+” last year. Only 3 percent of the schools received an overall “A” and 28 percent a “B.” The categories assessed were Administration, Climate Change and Energy, Food and Recycling, Green Building, Transportation, Endowment Transparency, Investment Priorities, and Shareholder Engagement. Grinnell College and Iowa State University are the other Iowa schools that were assessed.

The report card is published by the Sustainable Endowments Institute, a Cambridge, Massachusetts-based nonprofit organization. The full report is available at <http://www.endowment-institute.org/sustainability>.










## Hawkeye cruiser buses sell at auction

Fleet Services retired a bit of history this fall: two 1988 buses that, in their prime, hauled Iowa athletic teams and visiting teams, and provided tours for Admissions office visitors and conference attendees.

The passenger volume had declined, so the buses went on the Surplus auction block in December. Each had a 47-passenger capacity, bathroom, and video system. One will be remodeled as a mobile home for tailgating. The other was bought as an investment and has already been resold.

### Legend

-  central mail
-  equipment rental
-  general stores
-  laundry
-  parking & transportation
-  printing
-  surplus

## Mailing Smarter

### Paper matters

Time- and money-wise, it is a good idea to think about the kind of paper to use before printing a flyer or mailer. Here's why.

- **A glossy stock will not hold meter ink well.** Please consider this when designing your mail piece. You may want to discuss options, such as printing an indicia, on glossy stock.
- **Heavier weights of paper may cost more to mail.** Send a mock-up of your mail piece to Central Mail before it's printed, to find out whether you should use a lighter weight paper to qualify for postal discounts.
- **Colored papers can be nonmachinable, resulting in higher rates,** if there is too little contrast between the paper and the address.
- **Central Mail is your best friend** for saving your money. The earlier you consult with them in the design process, the more they can help your mail speed through the postal system and save you postage.

## Choose the best medium for your message

Before electronic media came along, there was little need to ask how to send a message to a large audience. Print was it. Although print remains vital, a listserv or mass email sometimes can be a better use of resources.

Consider your purpose. If you want to engage readers, giving them something to think over, keep for reference, or respond to, print is certainly appropriate. If you send a quick, time-sensitive announcement for immediate consumption, a listserv or email list may be the best choice. Consider your audience, as well. Is it older, younger, comfortable with technology? Is there an existing targeted mailing list available?

Print is tactile, portable, and, for many, easier to read than a computer monitor, but there can be significant costs for production and distribution. It increases clutter, too.

Using email and listservs can reduce paper consumption and deliver your message more quickly. But for many people, unsolicited emails have become a nuisance so they may go unread. Another drawback is that when email messages are printed they are more expensive and use more paper than if they had been delivered as conventional printed material.

The next time you plan to send a message, think about the medium that will suit it best.

## Have a parking permit? Working during a home basketball game? Here's where to park.



When thousands of people pour onto campus for home basketball games, parking can be problematic for UI employees who have to work. To alleviate this,

Parking Services has set alternate parking arrangements for those who hold permits and work during men's home games.

### Ramp and surface lot permits

**Ramp permits, lots 10, 30, 50, 70, 80, 90, and Surface lot permits 13, 14:** Employees may use their assigned lot when parking for work.

**Lots 40, 43, 44:** Monday through Friday after 4:30 p.m. and all day on Saturday and Sunday, use the hospital or Newton Road ramp and show your hang-tag permit to the cashier upon exit.

**Lot 46** Monday through Friday after 4:30 p.m., use the Newton Road Ramp when parking for work. On Saturday and Sunday you may use the Newton Road Ramp or a hospital ramp. In both cases you must show your hang-tag permit to the cashier upon exit.

### Commuter lot permits

**Arena, Finkbine:** Monday through Friday after 4:30 p.m., use a hospital ramp. On Saturday and Sunday you may use Lot 14 or a hospital ramp when parking for work. In all cases you must show your hang-tag permit to the cashier upon exit.

### Night permits

**Ramp Night** Monday through Friday use the ramps according to Ramp Night permit guidelines.

**Night and Weekend** Use the facilities according to Night and Weekend permit guidelines.

**Surface Night** Use your assigned lot.

### No permit

Monday through Friday, after 4:30 p.m., use the cashiered facilities and pay the fee. On Saturday and Sunday, use Lot 43 two hours prior to the start of the game and after the start time. During other periods, use cashiered facilities or meters and pay the necessary fee.

## Don't miss Tap Dance Day: order your 2008 wall calendar now!



How was your Spaghetti Day this year? Didn't know there is one? Well, it's on January 4. Be sure to not miss any other big holidays—order your 2008 Printing Department wall calendar at [www.uiowa.edu/~printsvc/forms/cal-ordr.html](http://www.uiowa.edu/~printsvc/forms/cal-ordr.html).

You'll be on target to celebrate Single Tasking Day, Be a Dork Day, Deviled Egg Day, Cliche Day, and more! The free calendars are available on request to UI faculty, staff, and students.

## 2008 office supply catalogs in stock



The 2008 General Stores/OfficeMax catalogs are now available. Some catalog numbers and primary vendors have changed, so it is important to use a new catalog when you order office supplies.

Our UIHC customers may pick up new catalogs and recycle their old ones at the hospital's Shipping and Receiving Facility. Customers in other locations should email their name, department name, campus delivery address, and

the number of catalogs needed to [gen-stores@uiowa.edu](mailto:gen-stores@uiowa.edu).

The staff at General Stores thanks you for your support. Our OfficeMax contract has saved our campus customers over \$1,180,000 in the past three years. Please contact me if you have any questions or comments. *Gary Anderson*



## Printing Department digital color press offers easy, achievable upgrade for dull documents



The digital color press at the Printing Department can brighten your brochures, post cards, posters, flyers, signs, booklets, and even course packs with full color, even if you're not printing a gazillion of them. Quantities less than 3,000 are cost effective; orders of 200 to 500 pieces are

common. Average turnaround is less than a week.

The press prints crisp, high-definition images onto 12½ x 18½-inch sheets of gloss and matte stock, in both text and cover weights. For more information contact Mike Cash at 384-3724, Kim Burda at 384-3755, or email [printing-dig@uiowa.edu](mailto:printing-dig@uiowa.edu).

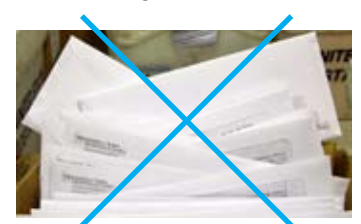
## Bundle mail pieces to face same direction



When boxing or bundling your mail for metering, be sure to keep the mail pieces facing the same direction. Upside-down or backwards mail pieces can slip through the metering machine unnoticed, resulting in the postage

being printed on the back or bottom of the envelope.

When this happens, the mail pieces will be either returned to you or mailed to the recipient with postage due. This can slow your communications and cause extra charges for you or your recipient, neither of which is good for business.



## Character Counts

### Meet Jeff Nehring

Laundry production worker Jeff Nehring started working at the University in 1988, in the hospital's dietary department,

then nine years ago transferred to UI Laundry Service. A native of Iowa, he's never wanted to live anywhere else.

Every day Jeff is busy getting clean laundry ready for delivery. He "sorts clean linen, folds it, organizes it, and presses the linen on a gigantic iron," he says. "The iron is so big I don't know how to describe it!" What he really appreciates though, are the overhead conveyor slings because, "They eliminate a lot of pushing."

Not only does Jeff like his job, he likes the hours—6 a.m. to 2:30 p.m.—because they enable him to meet his children at the bus after school. But what he likes most is the people, he says. "The people are wonderful. They are supportive, and there is such a sense of teamwork."

Jeff's hobby is boxing. He started the sport at the young age of six, on a team coached by his father. "I have a picture of me in boxing gloves and a diaper to prove how young I was," he laughs. Although he no longer competes, Jeff coaches young boxers on the amateur circuit.

"The great thing about boxing is that it's based on you," he says. "There is no team. It teaches you that the importance of a situation is in what it teaches you about yourself, not winning or losing."

Jeff was raised in Tipton and now lives in North Liberty with his family, eight-year old Breanna, six-year old Daniel, and their dog Bailey, a Lhasa Apso. Some of their favorite activities together include going to the playground, museums, and the dog park.

"I think it is important that the kids have fun. I want them to have an adventure every day. I want to impart a sense of strength in my kids by pushing them to be themselves," Jeff says. "My kids are my top priority." *Jo Anne Worley*



## Fluorescent team receives IOWA award

Gary Anderson and Joel Tresslar, representing Materials Management, along with employees from Facilities Management, Health Protection, and Environmental Compliance, have received an Improving Our Workplace Award award for their work on the University's Waste Fluorescent Lamp Management Team.

The team researched and corrected possible compliance deficiencies regarding the proper handling, tracking, and disposal of universal wastes. It also developed labeling for bulbs, batteries, and mercury-containing equipment. An employee training program for universal waste management,

and the associated record keeping, was another outcome.

As a result, the Environmental Protection Agency found no violations and issued no fines or warnings during a compliance inspection in September. In fact, the inspectors said this was the first time

...the inspectors said this was the first time ever that they found no violations while inspecting a universal waste generator in the state of Iowa.

they found no violations while inspecting a universal waste generator in the state of Iowa.

The IOWA program recognizes staff for efforts that have had positive results in their workplace. For more information go to [www.uiowa.edu/hr/oe/worklife/IOWA/currentWinners.shtml](http://www.uiowa.edu/hr/oe/worklife/IOWA/currentWinners.shtml).

## Blake called back to active duty

Surplus comanager Tim Blake returned to active duty with the Army Reserves in November, after having served in Iraq for 18 months in 2005 and 2006. He's now at Fort Jackson, South Carolina, but will return to Iowa in February.

"I will be at Fort Des Moines doing all of my military occupation specialties, which include supply, medical, and retention," he says. His colleagues say they look forward to his quick return to active duty at UI.



Surplus comanagers Joe Hennager, left, and Tim Blake ham it up before Blake returns to active duty in the Army Reserves.



**Administration**

[www.uiowa.edu/~businsvc](http://www.uiowa.edu/~businsvc)  
Mary Jane Beach, director...335-0060  
Gary Anderson,  
associate director...384-3917

**Human resources**

Rhonda Weaver...384-3711

**Information technology**

Jason Prell, manager...384-3752

**Marketing**

Jenean Arnold...384-3723

**Central Mail Services**

[www.uiowa.edu/~fucsmail](http://www.uiowa.edu/~fucsmail)  
178 MBSB  
central-mail@uiowa.edu, fax 384-3806  
Chris Kula, manager...384-3809  
Helen Wilson,  
customer service...384-3802

**Bulk mail...384-3802**

Dan Coburn, Joel Yedlik,  
Cindy Yenter

**Campus Mail...384-3800**

Mike Ealy, Roger Harris, Ron Jenn, Tom  
Lehman, Alex Pop, Larry TeBockhorst,  
Florin Veltrean, Carol Waldschmidt

**Mail metering, shipping...384-3804**

Jeff Britt, Bob Hill, David Larsen,  
Patrick McDonald

**Copy Center Services**

Chris Kula, manager...384-3809  
Marge Kline,  
customer service...384-3717  
Mark Robe, deliveries...331-5968

**Copy Centers**

Boyd Law Building...180 BLB  
dcbllb-printing@uiowa.edu  
335-9138  
Iowa Memorial Union...41 IMU  
dcimu-printing@uiowa.edu  
335-2699, Fax 353-2034  
Mossman Bldg...162 MBSB  
dccbbsb-printing@uiowa.edu  
384-3721  
Med Labs...3110 ML  
dcml-printing@uiowa.edu  
335-8788  
Pappajohn Bldg...C102 PBB  
dcpbb-printing@uiowa.edu  
335-0861  
UPACS and Copyright Services...  
208 IMU, Iowa House  
upacs-printing@uiowa.edu  
335-3410, fax 353-2447

**Equipment Rental**

[www.uiowa.edu/~fusmm/rental.html](http://www.uiowa.edu/~fusmm/rental.html)

184 MBSB  
Fax 384-3924  
Gerry Miller, manager...384-3922  
Edward Allgood...384-3923  
Steve Fulwider...384-3925

**General Stores**

[www.uiowa.edu/~fusmm/ustores.html](http://www.uiowa.edu/~fusmm/ustores.html)  
183 MBSB  
Fax 384-3918  
Customer service...384-3906  
Gary Anderson,  
associate director...384-3917  
OfficeMax Customer service...384-3908

**Online ordering (MIGS, SIGS)**

Judy Williams,  
office manager...384-3906

**Central receiving, shipping**

Joel Tresslar,  
delivery supervisor...384-3905

**Gas cylinders**

1225 S Gilbert St.  
Fax 335-6100  
Steve Poggenpohl,  
supervisor...353-2916

**Laundry Service**

[www.uiowa.edu/~laundry](http://www.uiowa.edu/~laundry)  
100 L  
335-4940, fax 335-4945  
Dave Gray, manager...335-4951  
Ed Godar, IT support...335-4940

**General, health-care linen service**

Alice Kyle, supervisor...335-4958

**Uniforms, dust control service**

Monica Fuhrmeister,  
supervisor...335-4953

**Parking and Transportation**

[www.uiowa.edu/~parking](http://www.uiowa.edu/~parking)

**Administration**

Fax 335-6647  
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Bionic Bus...335-7595,  
bionic-bus@uiowa.edu  
Maintenance facility...335-5208

**Commuter Programs**

commuter-programs@uiowa.edu,  
fax 335-6649  
Michelle Ribble, manager...384-4457  
Information, ridesharing, bicycles,  
vanpooling...353-5770

**Fleet Services**

155 West Harrison St.  
motor-pool@uiowa.edu, fax 335-5865  
Mike Wilson, manager...335-5088  
Information, dispatch...384-0564  
Shops, service...335-5102


**Parking Facilities Operations**

facilities-dispatch@uiowa.edu,  
fax 335-6649  
Jeff Rahn, manager...353-5774  
Information, dispatch, cashiering,  
maintenance...335-8312

**Parking facilities**

Dental lot...335-8316  
Family Care Center...335-8746  
Field House lot...353-5648  
Hospital Ramp 1...335-8315  
Hospital Ramp 2...335-8300  
Hospital Ramp 3...335-9703  
Hospital Ramp 4...353-4273  
IMU Ramp...335-1472  
Library lot...335-5206  
Lot 13...353-5083  
Lot 14...353-5300  
Newton Road Ramp...384-4573  
North Campus Ramp...335-0271

**Parking Services**

parking-office@uiowa.edu,  
fax 335-2826  
Linda Noble, manager...335-1473  
Linda Hochstedler,  
assistant manager...335-3824  
Information, permits, billing, bus  
passes, reporting:  
Field services...335-1481  
Hospital Ramp 2...335-8924  
IMU Ramp...335-1475

**Publications Order Service**

183C MBSB  
Debra Harland...384-3808

**Printing Department**

[www.uiowa.edu/~printsvc](http://www.uiowa.edu/~printsvc)  
100 MBSB  
384-3700, fax 384-3707  
Gary Anderson,  
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**IT support**

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**Prepress, preflight**

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**Wide media**

Janet Wieland, supervisor...384-3748

**Surplus**

[www.uiowa.edu/~fusmm/surplus.html](http://www.uiowa.edu/~fusmm/surplus.html)  
1225 S. Gilbert St.

Joe Hennager, co-manager...335-5001  
Matt Neely, computer sales...353-2962

**Address updates, anyone?**

If the mailing address on the back of this page is incorrect or if you wish to be added to our mailing list, fill out this form and return it through Campus Mail to: Into Print, 126C MBSB, or e-mail jenean-arnold@uiowa.edu. This newsletter is also posted on the web at: [www.uiowa.edu/~printsvc/intoprint/intoprint.html](http://www.uiowa.edu/~printsvc/intoprint/intoprint.html).

- Please correct my mailing label.  
 Add my name to the Into Print mailing list.  
 Delete my name from the Into Print mailing list.  
 Make these changes on General Stores' mailing list.

name \_\_\_\_\_

department \_\_\_\_\_

room # \_\_\_\_\_

bdg \_\_\_\_\_

**Get your postage stamps at IMU CopyHawk!**

## We are Business Services

Central Mail  
Equipment Rental  
General Stores  
Laundry  
Parking & Transportation  
Printing,  
and Surplus, serving  
The University of Iowa

community. *Into Print* is distributed free and on request to UI staff, faculty, and students. It is on the Web at [www.uiowa.edu/~printsvc/intoprint/intoprint.html](http://www.uiowa.edu/~printsvc/intoprint/intoprint.html).

### Contributors

Gary Anderson: Business Services, Stores  
Chris Kula: Central Mail, Copy Centers  
Michelle Ribble, Mike Wilson:  
Parking and Transportation  
Jo Anne Worley: Laundry

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Leigh Bradford

### Editor

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## TypeStrikes

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## News briefs

### Lehigh shoe sales move to Mondays

Beginning February 4, the General Stores/Lehigh Safety Shoe Store will be open Mondays (instead of Wednesdays) from 9 a.m. to 4 p.m. The Lehigh Shoemobile, which will park at the Gilbert Street Building, 1225 South Gilbert, will provide the service. Until then, the store will be open Wednesdays on the second floor of GSB.

### Surplus open Thursdays only for general merchandise sales

University Surplus is now open to the public and to University departments on Thursdays only, from 10 a.m. to 6 p.m., for all sales—furniture, computers, and general merchandise. UI employees who want to shop at other times for departmental purchases must schedule an appointment. Contact Joe Hennager, 335-5001.

### Note new addresses

The Division of Continuing Education has moved from the International Center to the US Bank building on Dubuque Street in downtown Iowa City.

The new addresses are  
U.S. mail: 250 Continuing Education Facility,  
Iowa City, IA 52242-0907  
Campus mail: 250 CEF  
Deliveries: 30 South Dubuque St, 2<sup>nd</sup> floor,  
Iowa City, Iowa, 52240  
These addresses apply to the following units in Continuing Education:  
Center for Conferences;  
Iowa Lakeside Laboratory;  
and the Center for Credit Programs, which includes Bachelor of Applied Studies, Bachelor of Liberal Studies, Distance Education, Saturday and Evening Classes, and Summer and Winter sessions.

## December picks at Surplus



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The University of Iowa Business Services  
100 Mossman Business Services Bldg  
2222 Old Hwy 218 South  
Iowa City, Iowa 52242-1602