Battelle
Pacific Northwest Laboratories

Project Number_____

Internal Distribution

FILE
LB

Date August 8, 1984

To EE Staff

From PE Bramson P. Bramson

Subject Housekeeping

Please take a moment to look around your work space(s) to observe whether you have any unnecessary clutter (I'm assuming that clutter may occasionally be necessary for a short time). If you have some; papers, boxes, samples, equipment, etc., consider whether some of it could be more appropriately stored or even disposed to excess or a dumpster.

I know part of the problem is our lack of lab and storage space but see what you can do to improve the housekeeping in your work space(s). Thanks.

PEB:gd

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