

# Laundry Room Etiquette



- Leaving the laundry room? Set a timer so you know exactly when to come back!
  - Unattended laundry CAN be removed from a washing machine or dryer when the machine stops if it is needed by another resident!
  - If you remove someone's clothing from a machine, you must place it on the folding table!!
  - Residents should not leave unattended laundry on the folding table. Items left for 24-hours will be removed and thrown away.
  - Residents with large amounts of laundry should plan to use the machines during less busy periods of time.
  - Machines must NOT be overloaded!
- Overloading can reduce the effectiveness of the machines AND can cause them to break down.
- Please remove all objects (money, paper, gum, makeup, tissues, etc) from the pockets of your clothing before putting it in the washing machines or dryers.

The laundry room is for the use and convenience of all residents. Please be respectful of your neighbors and their property.

- Detergent must be measured carefully.
- Be sure to use the amount recommended by the manufacturer. More is NOT always better!
- Excess detergent may cause the machines to overflow and may not rinse properly from your closing.
  - Dyes must NOT be used in the washing machines or laundry room sinks!
  - Shoes must NOT be placed in the dryer.
  - Lint must be removed (using your fingers) from the filter in the dryers after every use.
  - Wipe up spills immediately. Immediately report large spills, overflows, or drain stoppages to the Office by calling!
  - Machines that do not work must be reported to the Office. All other maintenance needs should also be reported to the Office (such as light bulbs that don't work, for example).
  - Landlord is not responsible for any lost, stolen or damaged items.