

Laundry Room rules & regulations



1. Laundry schedule & keys shall remain at the reception desk with the day/evening/night monitor.
You need to leave your I.D. with the receptionist throughout the session you have signed up for.
2. You are entitled for **1 hr/week** which you can reserve as of Monday of every week.
If you fail to show up on time (10 minutes late), your session will be cancelled.
3. Once your clothes are in the washing machine, you are required to lock the room and return the keys to the monitor.
If you **keep the key with you, you will be banned from using the laundry facility for 3 weeks.**
4. You **MUST check your washing status within 35-50 minutes** and accordingly place your clothes in the dryers. You can only use the **“Quick 30 program” (one hr cycle), not others.**
5. During the time you are using the dryers, another resident will be using the washing machines. For this reason, you need to be punctual and available.
6. You should pick up your clothes from the dryers within 60 minutes.
Should you fail to do so or forget, your clothes may be disposed of if necessary.
7. The laundry service room will be closed at 11:00 p.m. No washing is allowed after this time.
Remember to **use detergents designated for washing machines.**
8. You are **NOT ALLOWED to wash shoes/slippers/doormats/ bags/ comforters/ blankets/silk stockings** in the washing machines (they carry bacteria which can endanger your safety as well as others' & can cause damage to the washing machines & discontinuation of the service).
9. Always **turn the washing machine/dryer keys clockwise as** you risk breaking the keys.
10. **Wait until the light is off** before you open the washing machine door or else you risk electric shock/ door breakage. **Make sure to switch the button off.**

Advantages of this procedure:

- 1- No one will take your turn and no one will be able to remove your clothes.
- 2- No unauthorized individuals will have access to the washing room/losing any item.
- 3- Please report immediately any violation to the above regulations to the monitor on duty.

For your own comfort, please help us keep this facility running without abuse.