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## LAUNDRY/GATEKEEPER VOLUNTEER

Laundry volunteers coordinate laundry services for residents from 6:30 PM until 10:00 PM. In addition, periodically walk through sleeping areas and bathrooms. Female volunteers walk through Women's areas and Male volunteers walk through Men's areas. Report anything suspicious to staff or the coordinator.

**Help us minimize pests and messes; if you see a resident bringing food or drinks (other than water) into the sleeping area, kindly remind them there is no food or drink (other than water) in the sleeping areas.**

### Linen and Hygiene Supplies

- Give new residents a bag of linens consisting of 1 pillowcase, 2 flat sheets, 1 bath towel, 1 washcloth, 1 light-weight blanket, and 1 heavy blanket upon entry.
- On Sundays, residents strip beds of sheets and pillowcase and receive clean replacements for the week.
- Residents hang towels and washcloths over their chairs throughout the week to air dry.
- Residents wash their towels and washcloths in their weekly laundry load.
- Provide residents with trial-sized hygiene supplies stored in cabinets in the laundry room as needed. Residents are not permitted in the cabinets or storage areas.
- Hand out toilet paper to residents one roll at a time, not in six packs.

### Laundry

- Laundry hours are from 7-10 PM Mondays through Saturdays; 3-10 PM Sundays.
- Residents sign up for laundry in advance in the laundry book.
- Residents may do one load of laundry per week- loads are to include their towel and washcloth.
- To avoid overloading machines, residents are limited to one level laundry basket full of clothes at a time. The laundry must not be packed down!
- Residents handle their own clothes by putting them in the washer, transferring them to the dryer, and removing them from the dryer.
- Volunteers put 2 pumps only of high efficiency liquid detergent in the machines and start them. Settings are normal load, warm, cold. If we have pods use one POD per machine, place inside of washer drum.
- Volunteers put residents' last names on the white board to correspond to the machines in use.
- Clean the dryer lint screen after each use.
- Notify residents at the end of the washing and drying cycles so that they can remove their clothes.
- Do not fold residents' laundry.