Laundry Care

Frequency

As needed

Materials & Equipment

Chlorine bleach
Laundry detergent
Metal storage cart
Scrubbing brushes and toothbrushes
Buckets
Baskets
Measuring cups
Gloves
Microfiber cloths
Disinfectant cleaner
Painter’s (blue) tape
Permanent markers

Areas Where Applicable

All residential living areas

Preparation

Make sure all materials and equipment are ready to use before beginning to work. Wipe counters with disinfectant. Sweep and mop floor before the dirty laundry is brought to the room. Make sure washer soap dispensers are free of mold and dryer filters are free of lint before beginning to wash and dry. Have storage shelves ready to use.

Procedure

1) Make sure linens are itemized, separated between sheets, pillow cases, towels, etc.
2) Begin sorting linens into piles (also make separate piles of stained items).
3) Wash the linens according to these amounts: 6 sheets per washing load, 40 pillow cases per washing load, 12 towels per washing load, 100 washcloths per washing load (sometimes 10 or more can be added to towel loads), 3 Mattress pads per washing load, 1 KHvR comforter per washing load, and 2 regular dorm comforters per washing load.
4) Place linen into washers. Sheets, pillow cases, and comforters: wash only with detergent (1 oz.). Towels, washcloths, and mattress pads: wash with detergent (1 oz.) and chlorine bleach (1 oz.).

5) As an exception, only use 4 sheets per drying load. While pillow cases, towels, washcloths, mattress pads, and comforters can be placed in dryers in the same loads that were washed.

6) All item loads take between 20 and 35 minutes to dry; this usually works well with laundry loads, which take 32 minutes. Comforters in KHvR can take up to one (1) hour and need to be moved around halfway through so they dry fully.

NOTE: No load should be placed in washers less than 45 minutes previous to the end of the shift, and no load should be left in the washing machine overnight; for dryers, no machine should be left on at the end of the day if it has more than 20 minutes left on the cycle, but loads can be left in the dryer (off) overnight.

7) Take out linens and place on counter. Begin folding.

8) To fold sheets, with a partner, fold longitudinally in half, then in half again; then fold laterally in half three times; place on piles with ends facing up. To fold pillow cases, fold laterally twice; place on piles with opening upside. To fold towels, fold laterally twice; place on piles with end with line facing up. To fold washcloths, fold in half with detail line running along the top. To fold mattress pads, (Before folding, check for hairs. If there are only a few, pick them off; if there are too many, move to damaged pile) fold laterally in half, then longitudinally in thirds. To fold KHvR comforters, fold longitudinally in half, in half again; then laterally in half and then in thirds. To fold all other dorm comforters, fold exactly like sheets.

9) Place folded linens neatly on metal storage cart.

NOTE: If linens are stained, they must be cleaned according to the following steps: Wash in washing machine like other linens, but do not mix stained and non-stained. When finished, check each item individually for stains. If unstained, place in dryer and fold like other linens. If still stained, continue with procedure. Place stained linens in the sink with the appropriate amounts of water, detergent, bleach, and stain remover. Time permitting, allow stained linens to soak overnight. Drain linens, apply stain remover on stains, and scrub with scrubbing brush. Place linens in washing machine with detergent and bleach, according to item. Place linens in dryer and fold accordingly. If the stain remains, the linen is considered damaged. These linens should be placed in the shelves in each laundry room; use painter’s tape to label items as “damaged” on shelves (i.e. “damaged sheets,” “damaged mattress pads”). Damaged linen will be donated or given to other departments at the end of the summer. An accurate inventory of damaged linens should be taken in each dorm.

Cleanup

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<th>Laundry Care</th>
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Wipe the top of washer machine and outside and inside the door with disinfectant. (At the beginning and the end of the summer, remove the soap dispenser and clean it using disinfectant. Use toothbrushes to wash each part carefully and to wash the soap dispenser holder inside the machine. Place the soap dispenser back in the washer when clean. Wipe the top of the dryers and outside and inside the door with disinfectant. Clean the lint traps. Wipe counter with disinfectant and sweep and mop the floor. Finally, change the trash bag.

**Safety & PPE Recommendations**

Wear gloves when handling dirty linens (sorting, placing in washers). If linen is too soiled, discard immediately. If linen is contaminated with BBP, follow BBP cleaning/disposal procedure. When working with stained linens (soaking, scrubbing), wear gloves.

**Performance Standards**

Laundry should be clean and free from stains and odors.