G-03 LAUNDRY

**Purpose**

To provide details for Staff and Volunteers for doing laundry, sorting, folding and putting away linens and soft toys.

**Staff /Areas Affected**

* All Staff
* All Volunteers

**Definitions**

**Detergent** – In bucket located behind washers. Replaced by maintenance staff.

**Bleach** – In bucket located behind washers. Replaced by maintenance staff.

**Responsibilities**

All Staff is responsible for assisting with laundry. We appreciate it when Volunteers can help with laundry. Everyone should take a look into the laundry room to see if machines have finished a cycle. If so, move them to the next stage, to keep the process moving.

**Procedures**

The first person to do laundry in the morning should remove lint from lint screens in dryers. See Dryer section below for details.

1 - Dirty Laundry

1. Remove donated linens from bags before putting in bins.
2. Dirty linens are put in the metal bins inside the laundry room. Only soft/fabric go through the laundry such as blankets, towels, wash clothes, rugs, stuffed and rope toys. Solid toys/chews do NOT go in the laundry. Kongs, Nylabones, etc. go to the Kennel Kitchen. Feces and litter should be shaken out before bringing to laundry.
3. Mop heads should be hung over the side of the bins, not thrown into or on top of bins. This is so they get washed as soon as possible.
4. Any ripped or very worn linens, toys, etc. should be thrown out before washing

2 - Washer

1. Check the drain behind the washers before starting a washer and clean any debris in the drain or containment unit. If not cleaned, the drains can overflow the entire room.
2. Load dirty laundry into the washer, full but not over stuffed. There must be room for the load to move around and rinse during those cycles.
3. Detergent and bleach are automatically added to each load
4. Close the door and make sure it is latched (it will click)
5. Push ‘Start’ button 3 or 4 times, WAIT to hear the door latch and water filling the washer.
6. If water doesn’t start, push the start button again. (Repeat if needed.)
7. Cycles are automatically timed. An entire wash cycle is 40 minutes. The display will show the minutes until the load is done.

3 - Dryer

1. Move wet laundry from washer to dryer. \*Remove collars/leashes – they do NOT go in the dryer. (They may get caught in the dryer drum, causing expensive service calls.)
2. Hang collars/leashes/harnesses on the hook near the washer drain to dry.
3. Throw out any stuffing from beds or toys that may have exploded during the wash.
4. Add a dryer sheet to each load.
5. Before starting each load, pull the front lower door off the dryer and check the lint trap
6. To clean the lint trap, use a broom and sweep the entire screen and floor area inside the dryer. Pull out lint and put in the trash.
7. Replace lower door. Align the door, by setting it on the metal rim and pushing in the top to latch. (Dryer will not start if not correctly installed.)
8. Check the seal around the door for any lint or debris. Remove debris and put in trash.
9. Close the door and push the green start button.
10. Cycles are automatically timed. An entire dry cycle is 40 minutes. The display will show the minutes until the load is complete.
11. Large rope toys should be dried two times – if not they stay wet in the center and could develop mold

4 - Clean Laundry

1. Put dry laundry into rolling carts (outside laundry room in the hall).
2. Throw out dryer sheets or filling from beds/ toys that may have exploded in dryer.
3. Sort and fold as needed, using table in hallway.
4. Mop heads go in a bucket in the mop room.
5. Scrubs tops and pants are folded and put on the appropriate shelf in the hall.
6. Bandanas are put in the Behavior Office (next to the laundry room).
7. Collars and leashes are hung in the appropriate area on the shelves in the hall.
8. Beds are put on the appropriate shelves in the hall.
9. Toys are sorted into the appropriate labeled bins under the table in the hall.
10. Linens are folded appropriate for the location and put on the shelves with like items.

If you are unsure of anything – just ask.

**Reference Resources**

• Julie Townsend – Admin Office

* Stephanie Hills – Admin Office
* Kathy Olsen – Shelter Manager
* Jeanne Marek – Admin Office

**Revision History**

V #1 - Created 4/10/18