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

**General Info**

**Detergent** **& Bleach** – in back hallway, dispenses through the wall. Checked/replaced by staff.

**Gloves** – Wear gloves to load dirty laundry. Remove gloves before touching handles, buttons on machine, clean laundry, broom, etc.

**Sweep** – Whenever there is any debris on the floor in the laundry room and around the table area, please sweep.

**Responsibilities**

Staff is responsible for laundry. We appreciate when Volunteers can help. Check 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**

**Dirty Laundry**

1. Remove donated linens from bags before putting in bins.
2. Dirty linens go in the metal bins inside the laundry room. Only soft/fabric go in laundry such as blankets, towels, wash clothes, rugs, and soft toys.

Hard toys/chews do NOT go in laundry. Kongs, Nylabones, etc. go to the Kennel Kitchen.

1. Mop heads go in the plastic container in front of the bins, not in or on top of bins. Wash as soon as possible.
2. Ripped or very worn linens, toys, etc. should be thrown out before washing.

**Washer**

1. Check the drain screen behind the washers. Remove any debris before starting washer. If not cleaned, the room may flood.
2. Put dirty laundry into washer, full but not over stuffed. Leave room for the load to move around and rinse.
3. Detergent and bleach are automatically added to each load from the back.
4. Close the door and make sure it is latched (*It will click. Wiggle the handle if you don’t hear it click.*)
5. Push ‘Start’ button 1 - 2 times, WAIT listen for the door latch and water filling.
6. If water doesn’t start, push the start button again. (Repeat if needed)
7. Do not leave the room until you confirm the washer(s) have started a cycle.
8. Cycles are automatically timed. A wash cycle is 40 minutes. The display shows the minutes until c.

**Dryer**

1. Move wet laundry to dryer. \**Remove collars/leashes – they do NOT go in the dryer.* (*They can get caught in the dryer drum, causing expensive service calls*.)
2. Hang collars/leashes/harnesses on the hook near the dryer to dry.
3. Throw out any stuffing from beds or toys that ripped in the wash.
4. Put a dryer sheet in each load, when available
5. Before starting a load, pull the front lower door off the dryer and clean the lint screen at the back. Sweep the screen and floor inside the dryer with a broom. Put lint in trash.
6. Replace lower door. Align the door, by setting on the metal rim and pushing in the top to latch.  *(Dryer will not start if not correctly installed.)*
7. Check the seal around the door for lint or debris. Remove and put in trash.
8. Close the door and push the green start button.
9. Cycles are auto timed. A dry cycle is 40 minutes. The display will show the minutes until complete.
10. Large rope toys should be dried 2 times. If they stay wet, they may develop mold.

LR on the display indicates ‘Load Ready’

DR on the display indicates the Door is not set properly. Reset the bottom lint trap door and try again.

**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 at table in hall. The last fold is in thirds. They fit better on the shelf) and put on labelled shelf with like items.
4. Mop heads go in a bucket in the mop room.
5. Beds are put on the first shelf in the hall.
6. Scrub clothing - fold and put on the appropriate shelf in the hall.
7. Collars and bandanas go to the kennel kitchen.
8. Leashes hang on the top rail of shelf in the hall.
9. Dog clothes go on the ‘Free’ table by the staff bathrooms.
10. Toys go in the appropriate labeled bins under the table in the hall.

If you are unsure of anything – just ask.

**Reference Resources**

• Julie Townsend – Office next to Laundry Room

* Stephanie Hills – Admin Office
* Kathy Olsen – Shelter Manager
* Ashley Dahl – volunteer coordinator

**Revision History**

V1 - Created 4/10/18

V2 – Revised 2/25/20