

MUTUAL OPERATIONS

RESIDENT REGULATIONS

Laundry Room Use - Mutual Four

1. Laundry room facilities are available for use solely by residents of their respective Mutual only. The only exception to this is that a caregiver may use the laundry room facilities to do a resident's laundry, and *full-time* caregivers may do their own laundry.
2. Residents are responsible for any damage to the laundry room facilities when they or their caregiver are doing the resident's or full-time caregiver's laundry.
3. Laundry room facilities are available for use between the hours of 7 a.m. and 9 p.m. only. Each resident may only use two washers and dryers at one time out of consideration for other residents.
4. Washers or dryers must be loaded properly, i.e. maintain the proper amount of items in the machines so as not to overload the machines. Improper loading may cause damage to the machines due to being unbalanced.
 - a. If there is uncertainty about the load, stay with the machine to ensure that the load is properly balanced. If necessary, rearrange the load in the machine.
5. Read all labels for laundry products to ensure that the product type is correct and the amount is appropriate.
6. Laundry room facilities are to be used for washing and/or drying only. Clothing or fabrics may not be dyed or tinted in the washers or dried in the dryers.
7. Any clothing or fabric that has been cleaned in a flammable liquid may not be washed in the washers or dried in the dryers.
8. The following items may not be washed in the washers or dried in the dryers: rubber- or plastic-backed mats, rugs or runners, shoes, fiberglass curtains, sleeping bags, heavy blankets, quilts, comforters, or car covers.
9. Hand-washed clothing or other items may not be placed in the dryers due to the excess amount of water contained in them. Use the exterior clothesline for hand-washed items, if desired, or put them, if applicable, through a "rinse-only" cycle in a washer before drying.

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10. Clothing or other items that have not been removed from a washer or dryer within 30 minutes of completion may be removed from the dryer by the next person waiting to use the machine.
11. When a washer or dryer is "out of order," leave a note explaining the problem on the machine and notify the Director in charge of that laundry room. Directors' names are posted in each laundry room.
12. The trash containers in the laundry rooms are for lint and dryer sheets only. Detergent, bleach, or softener containers or other trash must be disposed of in another location.
13. Clean the dryer filter after each use, and dispose of lint in the trash containers.
14. Help keep the laundry rooms clean.
15. Smoking is prohibited in the laundry rooms and the exterior clothes drying area.
16. Laundry Room Bulletin Board Guidelines:

An additional bulletin board for shareholders has been installed next to the director's bulletin board in some of the laundry rooms. These are for use by Mutual Four shareholders only. These guidelines must be followed:

- a. Items placed on the bulletin board must include the date it is posted and the shareholder's name and apartment number.
- b. Items may not be posted for more than 30 days. Any items posted for longer than 30 days will be removed.
- c. Business cards may not be placed on this board.
- d. Objectionable language, pictures, etc. will not be tolerated. Please remember this is a shared bulletin board.

MUTUAL ADOPTION

Four: 11 Aug 10

AMENDMENTS

08 Jun 11

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