

MUTUAL OPERATIONS

SHAREHOLDER REGULATIONS

Laundry Room Use – Mutual Eight

Laundry Room facilities are an important part of living in Leisure World. Our ability to provide and maintain a standard of living as aided by laundry room facilities is a basic service in Mutual Eight. Therefore, keeping the rooms clean and functional is part of our daily living. Bulletin boards in laundry rooms provide a critical role in our governing structure as well.

1. Laundry room facilities are available for use solely by shareholders/qualified resident of their respective Mutual only. The only exception to this is that a caregiver may use the laundry room facilities to do a shareholder's/qualified resident's laundry.
 - a. Shareholders/qualified residents must oversee and instruct the caregivers when the shareholder's/qualified resident's laundry is being done.
 - b. Part-time caregivers may not wash their own laundry in the Mutual's laundry room.
 - c. Live-in caregivers may wash their own laundry in the Mutual's laundry rooms (See Policy 7557.8 – Caregivers).
2. Shareholders/qualified residents are responsible for any damage to the laundry room facilities when they or their caregiver is doing the shareholder's/qualified resident's laundry.
3. Laundry room facilities are available for use between the hours of 7 a.m. and 9 p.m. only.
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. For front-loading washers, wait until the cycle is completed and the light has gone out **before** opening the machine door. Expensive damage can occur to the machine, which will be the responsibility of the shareholder/qualified resident, if the door is forced open before the cycle is completed.
7. 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.
8. Any clothing or fabric that has been cleaned in a flammable liquid may not be washed in the washers or dried in the dryers.

(Nov 16)

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9. The following items may not be washed in the washers or dried in the dryers: rubber- or plastic-backed mats, rugs or runners, sneakers, fiberglass curtains, sleeping bags, heavy blankets, quilts, comforters, or car covers.
 - a. 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.
10. Clothing or other items with metal buttons, clips, etc. must be placed in a small cloth bag or pinned inside a pillowcase before being placed in the dryer.
11. Clothing or other items may not be hung on shareholder's/qualified resident's patio.
12. Clothing or other items that have not been removed from a dryer within 30 minutes of completion may be removed from the dryer by the next person waiting to use the machine.
13. When a washer or dryer is "out of order," notify the Director in charge of that laundry room or Service Maintenance. Directors' names are posted in each laundry room. If the Director is unavailable, call Service Maintenance.
14. The trash containers in the laundry rooms are for lint and dryer sheets only. Detergent containers, bleach or softener bottles, or other trash must be disposed of in another location.
15. Clean the dryer filter after each use, and dispose of lint in the trash containers.
16. Help keep the laundry rooms clean.

MUTUAL ADOPTION**AMENDMENT**

EIGHT: 11-28-16