

## **MUTUAL OPERATIONS**

### **Resident Regulations**

#### **Laundry Room Use – Mutual Sixteen**

##### Laundry Room Facility

The laundry room facility is for the exclusive use of Mutual Sixteen shareholders. Non-shareholders are prohibited from using the laundry room.

- NO CHILDREN UNDER 18 ARE ALLOWED IN THE LAUNDRY ROOM UNLESS ACCOMPANIED BY AN ADULT.
- A caregiver may use the laundry room when doing a shareholder's laundry.
- A caregiver may not use the laundry room for his/her personal laundry, with the exception of a caregiver who resides with a shareholder on a 24-hour basis.
- A caregiver who resides with a shareholder on a 24-hour basis may do his/her personal laundry in the laundry room.
- It is the shareholder's responsibility to instruct a caregiver on the proper use of the laundry room facilities.
- Shareholders are responsible for any damage to the laundry room facilities caused by either themselves or their caregivers.

When a washer or dryer is out of order:

- Notify a Mutual Sixteen Director. The names and phone numbers are on the bulletin board.
- Give the number of the machine and describe what is wrong with the machine.
- Put an "Out of Order" sign on the machine.

Keep the laundry room clean. The laundry room is cleaned once a month by a contracted service.

- If you spill laundry detergent, bleach, or fabric softener, please clean it up.
- Check the pockets of clothes for tissues and other items before washing.
- Clean the dryer lint filters after using the dryer. Dispose of the lint in the laundry room trash containers. An accumulation of lint in the dryer vent is a fire hazard.
- Only lint, fabric softener sheets, and paper towels go in the laundry room trash containers. Do not put plastic bottles in the laundry room trash containers. Take plastic bottles to the white recyclables trash bin.

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Help conserve water and electricity.

- Wash and dry full loads.
- When leaving the laundry room, turn out the lights and close the door.

SMOKING IS PROHIBITED in the laundry room and the adjacent outdoor clothes drying area.

NO PETS ARE ALLOWED IN THE LAUNDRY ROOM EXCEPT DOCUMENTED SERVICE DOGS.

The bulletin boards in the laundry room are for official Mutual Sixteen announcements and laundry room instructions. If a shareholder wishes to post an announcement on the bulletin boards, check with a Director.

#### **Washers and Dryers**

A maximum of two machines per apartment may be used at one time.

Be considerate and remove your laundry promptly at the end of the washer and dryer cycles.

#### **Loading Machines**

- Wash and dry full loads, but do not overload the washers and dryers.
- Overloading or improperly loading a washer with unbalanced or heavy items can cause damage to the machine.

#### **Laundry Detergent**

- Read the laundry detergent instructions and make sure the proper amount is used.
- Using too much laundry detergent results in oversudsing, which can cause the washer not to drain properly.

These items are prohibited in the washers and dryers:

- Items with fiberglass
- Large, heavy items like large quilts and comforters, heavy blankets, heavy drapes, rugs, and car covers.

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- Washing and drying items using a flammable dry cleaning liquid
- Items with rubber or plastic backing, like rugs, slippers, and shoes
- Items with grease, gritty dirt, polishes, waxes, or feces. Hand-wash these items first before placing them in the washer.
- Items with excessive amounts of animal fur
- Dyeing fabric. The washers may not be used for dyeing fabric and wet dyed fabrics may not be dried in the dryers. They may be air-dried using the clotheslines adjacent to the laundry room.
- The cost of cleaning the machines after washing or drying prohibited items will be at the expense of the offending shareholder.

**Metal Items ~~on Clothes~~**

- Items with metal buttons, snaps, clips, or any other attached metal objects, must be placed inside a suitable mesh or cloth bag, or turned inside out before washing and drying.

**Items Containing Excessive Water**

- Items that have been hand-washed and contain excessive water cannot be placed in the dryers. These items can cause damage to the electrical system of the dryer.
- Hand-washed items with excessive water can be rolled up in a towel to remove the excess water or they can be air-dried on the clotheslines adjacent to the laundry room.

Do not hang laundry up in the patio to air-dry. Use the clotheslines adjacent to the laundry room. Do not leave items on the clotheslines overnight.

**MUTUAL ADOPTION**  
SIXTEEN: 08-15-05

**AMENDMENTS**  
01-19-15