

## **20.06 Laundry Service**

### Policy:

It is the policy of Licking/Knox Goodwill Industries, Inc. to provide laundry service to its internal customers and to outside entities.

### Procedure:

- Employees requesting laundry service are required to enter their order on a Monthly Laundry Log, including drop-off date, name of contract, item quantities, pick-up date and signature of receiver. A separate log will be maintained for the Ohio Fire Marshal contract
- A Laundry Work Order must accompany each bag of laundry.
- Laundry must be sorted by color and type of fabric when necessary and washed in the appropriate water temperature and cycle.
- Laundry is to be dried completely and folded as required by the contract.
- Once an order is complete, the laundry attendant will record the total piece count and weight on the Laundry Work Order.
- Employees receiving completed laundry orders must sign both the Laundry Work Order and the Monthly Laundry Log.
- Monthly laundry logs and original Laundry Work Orders are submitted to the Finance Department for billing to the appropriate work site.

### Laundry Equipment Maintenance

#### Daily:

- Washers are to be wiped down daily with a mixture of 2 gallons water and ¼ cup bleach.
- Dryer lint traps are to be cleaned daily at the end of service and lint removal must be documented on the Dryer Lint Removal Checklist.

#### Periodic:

- The Maintenance Department is required to clean dryer vents at least monthly or more often as needed. The laundry attendant is responsible for notifying the Maintenance Department during periods of high use when more frequent cleaning is needed.
- A maintenance order should be submitted immediately upon evidence of laundry equipment malfunction.