



Laundry Services

Revision Date: July 19, 2024

Why this list is important

- Having fresh, dry clothing helps to boost self-esteem of our guests and enhance their appearance. Additionally, clean, dry clothes protect our guests from the threat of frostbit from wearing wet socks, gloves, and other garments in winter temperatures.
- This list provides the instructions and best practices for completing a volunteer shift in the laundry room during daily operations of the Warming Center.

Resources Needed

- Laundry Detergent Sheets
- Bleach
- Dryer Sheets
- Clean Rags
- Disinfectant Spray
- Disposable Latex Gloves in Your Size

Process

- Prior to 7am opening, prepare Check-In Table:
 - Move empty laundry baskets to table from laundry room
 - Place dry erase marker, pen, clipboard with sign up sheet on Check-In Table
- Upon Warming Center opening:
 - Put gloves on
 - Write the guest's name on the sign up sheet and on a magnet. Give the guest a basket and their magnet; they place their dirty clothes in the basket and the magnet on top, serving as a 'nametag'.
 - Should the guest request 'loaner' clothes, those are available in the laundry room. Assorted sizes are available.
- Doing Guest Laundry:
 - Place name magnet on washing machine door.
 - Place clothes in the washing machine and insert a laundry detergent sheet. Be sure to gently shake clothing to remove any debris and pat down pockets to ensure no items are left in pockets.
 - Should you find any drug paraphernalia or weapons, tell PFC staff.
 - Start washer by pressing the green 'Start' button. (Sometimes you have to press 'Start' twice!)
 - Machines are preset to wash with cold water on a light load that runs for 30 minutes.
 - Clean the empty laundry basket. Spray with disinfectant and wipe with a clean rag. Stack clean empty baskets near the door.
 - Spray your gloves with disinfectant and rub together after handling dirty clothes before moving to another task.
 - After 2-3 loads of wash, use a rag to wipe the glass window and clear debris from beneath the black rubber seal around the door. (Coins, pebbles, mustard packets, etc. collect there!)
 - When the wash cycle completes, move the magnet to the dryer along with clothing and a dryer sheet.
 - Clean the lint trap before starting the new cycle.
 - Look at the lint collector before swiping to ensure there is nothing sharp (nail files, paper clips, broken glass, plastic, etc)!

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- Press the setting for High Heat and press 'Start'. Press the start button enough times to add a minimum of 35 minutes to the cycle.
 - When the cycle is finished, remove clothes from the dryer and check for doneness on your wrist. Don't trust checking through your gloves - it can be deceiving!
 - Fold clean clothes and place in a clean laundry basket with the name magnet on top.
 - Call guest's names for clean laundry pick up: "Laundry ready for ____!"
 - After guest laundry is complete, begin in-house laundry
 - Shower Towels: wash using the 'Hot' temperature setting and 'Heavy' load setting. Use both laundry detergent and bleach.
 - Loaner Clothes: wash with default settings and laundry detergent.
 - PFC staff will finish these loads after the volunteer shift has ended.