

The College of William and Mary
Division of Sports Medicine
221-3407

This past year we had a fire in the laundry room that started from the linen trap. All users of the laundry room must adhere to the following guidelines.

Laundry Room Policies and Procedures

1. All users must meet with Lisa Shook prior to operating the machines.
2. It is the responsibility of the Head Coach to hire and direct their own laundry personnel.
3. At no times should the machines run unattended (you must remain in the general area on the lower level).
4. Lint must be cleared from the dryer before **every** load. Sweep out the entire lint chamber, not just the lint trap.
5. If you choose to use your own soap choose #9 on the blue box. Then pour LIQUID detergent into the appropriate containers on top of the machines. Detergent compartments are labeled "A" & "B" on the machine on the left.
6. Clean- up after yourself at all times. (no excess soap on the washer or trash on the floor)
7. Do not leave equipment or uniforms in the laundry room.
8. Personal or unauthorized use is strictly prohibited.
9. The room should remain locked and secure at all times.
10. Any problems with the machines must be reported to Lisa Shook (X13409) immediately.
11. Individuals not following stated policies may be denied access to the room.
12. Leave light on at all times as this controls the ventilation system.

If you have any questions or concern regarding these procedures, contact me immediately. Your cooperation will be greatly appreciated.