

Resident Laundry Scheduling Guidelines

Dear Residents,

We are pleased to provide the following guidelines for our community laundry facilities to ensure that everyone has fair and efficient access.

Scheduling Your Laundry

- Each resident is allowed to schedule one laundry time slot per day.
- Time slots are available from 7:00 AM to 10:00 PM.
- Please sign up for your preferred time slot on the community calendar located in the laundry room.

Using the Facilities

- Be respectful of others and remove your laundry promptly at the end of your scheduled time.
- Please clean up any spills and leave the area tidy for the next resident.
- Report any malfunctioning machines to the building management immediately.

Reservations and Cancellations

- If you cannot make your scheduled time, please cancel it at least 2 hours in advance to free it up for other residents.
- Cancellations can be made directly on the community calendar or by contacting the management office.

Thank you for your cooperation and understanding. Happy washing!

Sincerely,
Your Building Management Team