

## LAUNDRY TIPS FROM CALDWELL & GREGORY

FULL INSTRUCTIONS ON HOW TO USE THE MACHINES ARE IN EVERY LAUNDRY ROOM. PLEASE CONTACT US IF YOU NEED ASSISTANCE.



- ◆ YOU NEED TO MAKE SURE THAT YOUR POCKETS ARE EMPTIED OF ALL ITEMS- CHAPSTICK, CELLPHONES, GUM, PENS, MONEY, BOBBY PINS, ETC. ITEMS LEFT IN POCKETS WILL DAMAGE THE MACHINES AND POSSIBLY YOUR CLOTHING!!
- ◆ SORT YOUR CLOTHES INTO AT LEAST LIGHT AND DARK ITEMS.
- ◆ READ AND FOLLOW THE DIRECTIONS ON YOUR CLOTHING LABELS! THEY DESCRIBE THE BEST WAY TO CLEAN EACH GARMENT. IF YOUR LABEL SAYS, "DRY CLEAN ONLY" DO NOT ATTEMPT TO WASH THE ITEM YOURSELF. YOU WILL NEED TO TAKE IT TO THE DRYCLEANERS!
- ◆ PRETREAT ANY STAINS- EITHER WITH DETERGENT OR A STAIN ELIMINATOR (EX: SPRAY N WASH, SHOUT, OR OXYCLEAN).
- ◆ LOAD CLOTHES INTO THE WASHER. SPACE TEST: MAKE SURE YOU HAVE ENOUGH ROOM ON TOP OF THE CLOTHES SO THAT YOU COULD PUT YOUR ARM IN. YOUR ITEMS NEED TO BE ABLE TO MOVE OR THEY WILL NOT GET CLEAN! THE WASHER CAN WASH A TWIN-SIZED COMFORTER (BY ITSELF).



◆ **USE ONLY HE-TYPE LIQUID DETERGENT FOR BEST RESULTS!!**

FOLLOW THE MANUFACTURER'S DIRECTIONS ON THE BOTTLE AND DO NOT USE TOO MUCH SOAP!! WE RECOMMEND USING BRAND NAME DETERGENT (EX. TIDE, ALL, CHEER, ETC.).

LOOK FOR THIS LOGO ON THE BOTTLE →→



- ◆ 1 WASH = 1 DRY!! DO NOT DRY MORE THAN ONE LOAD OF CLOTHES IN THE DRYER OR THEY WILL NOT DRY IN ONE CYCLE!
- ◆ BE SURE TO EMPTY THE LINT FILTER PRIOR TO USING THE DRYER.
- ◆ LOAD CLOTHES LOOSELY INTO THE DRYER. DO NOT OVERLOAD! THEY NEED TO BE ABLE TO TUMBLE FREELY IN ORDER TO DRY COMPLETELY.
- ◆ DO NOT DRY SHOES IN THESE MACHINES- THEY CAN DAMAGE THE

MACHINE AND YOUR SHOES. WE HIGHLY RECOMMEND YOU DON'T DRY BRAS EITHER, AS THE HEAT CAN DAMAGE THEM.

- ◆ REMOVE CLOTHES PROMPTLY WHEN CYCLE ENDS TO PREVENT WRINKLES AND TO FREE UP THE MACHINE FOR THE NEXT PERSON.
- ◆ PLEASE HELP OUT THE HOUSEKEEPING STAFF BY KEEPING THE FLOOR AND OTHER AREAS FREE OF USED DRYER SHEETS, DETERGENT CONTAINERS, ETC.
- ◆ PLEASE CONTACT US IF THERE IS A PROBLEM- DON'T ASSUME A BROKEN MACHINE HAS BEEN REPORTED, TAKE THE INITIATIVE TO CALL IT IN!



PLEASE REPORT ANY SERVICE ISSUES BY PHONE 800-927-9274  
OR VIA EMAIL TO [SERVICE@CALDWELLANDGREGORY.COM](mailto:SERVICE@CALDWELLANDGREGORY.COM)

WWW.CALDWELLANDGREGORY.COM ◆ CHECK US OUT ON FACEBOOK!