

Laundry Tips from Caldwell & Gregory

Full instructions on how to use the machines are in every laundry room.

- ◆ You want to make sure that your pockets are emptied of all items- chapstick, cellphones, gum, pens, money, bobby pins, papers, etc. Items left in pockets can 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 it says, "DRY CLEAN ONLY" so not attempt to wash yourself. Take it to the cleaners!
- ◆ Pretreat any stains- either with detergent or a stain eliminator (EX: Shout, Spray n Wash).
- ◆ Load clothes LOOSELY into the washer. Only fill clothes to the top row of holes in the wash basket. They need to be able to agitate properly or they will not get clean!
- ◆ There are several cycles on the washer from which to choose. A water temperature chart can be found under the lid of the washer (Maytag only).



- ◆ Follow the manufacturer's directions on the detergent Bottle/Box. Do not use too much soap! We recommend using brand name detergent (ex. Tide, All, Cheer, etc.).
- ◆ 1 wash = 1 dry!! Do not dry more than 1 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 the heat from dryers 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. Thanks for your help!

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