

LAUNDRY PROCEDURE

For your information: We have changed our District Custodial Laundry procedure. We now launder our custodial laundry at the individual buildings that have washers and dryers.

HIGH SCHOOLS

The high school custodial staff will launder the laundry for their building and scheduled assigned buildings. They all have commercial washers and dryers to perform this task. Maintenance will provide the laundry chemicals-TIDE. This will be a stock item.

ELEMENTARY & INTERMEDIATE SCHOOLS

Elementary and Intermediate schools custodial staff will launder the laundry for their building if they have washers and dryers. Those that do not have washers and dryers will send their laundry to the assigned High school. Maintenance will provide the laundry chemicals-TIDE. This will be a stock item.

An elementary building that does not have a washer/dryer available will have their laundry picked-up by the route delivery driver as part of his regular route. Laundry will be taken to the building that is scheduled to launder for their building. Laundry will need to be bagged at the elementary building and the inventory slip will be filled out and inserted into the laundry bag.

The Head custodian at the DLC will be a scheduled laundry facility for few elementary buildings. The DLC Head custodian will empty bags, count, and launder the dirty laundry, bag clean laundry for return to the building.

The Head custodian at DLC and selected buildings will bag clean laundry according to the attached inventory tickets. Buildings should expect that the turnaround time for getting clean laundry back will be 1 week.

Laundry will be picked-up by the route delivery driver as part of his regular route and returned to the scheduled schools.
Laundry will be picked-up and delivered on Mondays and Thursdays.

Intermediate and Elementary School custodial laundry will be laundered at the individual building (or assigned building) by building personnel using the Home Ec department's washer and dryer. The Maintenance department will pay for the detergent, "Tide".