Purpose: To provide guides and expectations for Facility employees regarding the laundering process and space within the Ramsey Student Center.

Scope: Policies and procedures listed apply to all UGA Recreational Sports student staff trained in Facility Operations at the Ramsey Student Center.

Policies:

I. LAUNDRY

a. The Admissions Desk will maintain the drop-off towel receptacle at an appropriate level. The bin should be consistently monitored to ensure that it does not overflow or breach the height of the desk at any point in time. When full, employees on duty should take turns delivering the towels to the laundry room for appropriate cleaning.

b. A stock of clean laundry should be collected and maintained at the Admissions Desk at all times.

c. Towels that have been in circulation for an extended length of time will show wear and tear and should be removed from circulation. When towels begins to show large or obvious signs of discoloration or begins to fray, they should be removed from usable inventory and discarded by the Managers on duty.

d. Towel Usage Guide:

e. GREY: used for patron checkout and use only. Grey towels should never be used to clean spills, leaks, blood, etc.

f. WHITE: used for maintenance purposes only. This includes using for cleaning spills, leaks, etc.

g. BROWN: used for Academic classes or Athletics.

Procedures:

II. LAUNDRY WASHING INSTRUCTIONS

h. Grey and Brown Towels
   a. Load washing machine at least 50%
   b. Loads less than half-full offset the machine’s calibration and can damage the machine’s tumbler
   c. Select Cycle 04 on machine keypad
   d. Select Formula 02 on Knight-Trak Formula System keypad
      1. If keypad doesn’t read FORMULA 02, use arrows to toggle between formulas
   e. When drying, select HIGH HEAT

i. White Towels
   a. Load washing machine at least 50%
   b. Select Cycle 04 on machine keypad
   c. Select Formula 01 on Knight-Trak Formula System keypad
   d. Formula 01 is BLEACH
   e. When drying, select HIGH HEAT

j. Jerseys/Sleeping Bags
   a. Load washing machine at least 50%
   b. Select Cycle 09 on machine keypad
   c. Select Formula 02 on Knight-Trak Formula System keypad
   d. When drying, set dryer to NO HEAT
1. If heat is used, they will melt

k. Cloths Table
   a. Load washing machine at least 50%
   b. Select Cycle 09 on machine keypad
   c. Select Formula 02 on Knight-Trak Formula System keypad
   d. When drying, select LOW HEAT