

# Laundry Services

## Laundry Services Guide

*How to manage weekly laundry, event laundry, and professional laundry services — for volunteers and staff.*

## Step-by-Step Instructions

### Step 1: Weekly Laundry — Volunteer Rotation

Two volunteers cover laundry on an alternating weekly schedule, so laundry is picked up every week.

- Volunteer A comes in on odd weeks; Volunteer B comes in on even weeks.
- Each volunteer handles collection, washing, drying, and return of that week's laundry.
- To reach the volunteers, contact the Laundry Support group in Planning Center Online (PCO).

### Step 2: Event Laundry — Potluck or Small Events

For events such as potlucks, a participant typically volunteers to take the laundry home.

- At the end of the event, ask for a volunteer to take the laundry.
- Bag the dirty items in garbage bags and hand them to the volunteer.
- Confirm a return date for the clean laundry before they leave.

### Step 3: Large Event Laundry — Hiring Suds R Us

For large events with a high volume of laundry, contact Christine at Suds R Us. (Note: Contact Christine until Drew returns.)

- Send an email to Christine at ctina579@gmail.com letting her know laundry is ready.
- In the email, work out a pickup time and a drop-off time.
- Bag the dirty laundry in garbage bags.
- Place the bags in the admin lobby for pickup.
- Christine will notify you when the laundry is clean and ready to return.
- Pay Christine when she brings the laundry back — typically by credit card, or petty cash if needed.

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Revision #2

Created 2026-06-05 22:05:43 CEST by Holly

Updated 2026-06-05 22:06:54 CEST by Holly