

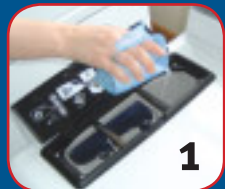
Imperial College London

LAUNDRY ROOM HELPFUL HINTS

Your hall laundry room offers you great value washing and drying at a time that's convenient to you. To help you get the best from your laundry, here are some useful tips which will save you time and money and keep your clothes in top quality condition.

BEFORE YOU GO TO THE LAUNDRY ROOM

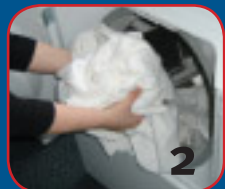
- Sort your laundry. Separate light from dark colours, heavy items (such as towels and jeans) from lightweight, and keep any delicate items (e.g. undergarments) on their own to avoid damage.
- Be careful with coloured garments (particularly red items), as their dye can run into other items, causing permanent damage.
- Do not attempt to wash duvets or nylon Puffa jackets in the laundry room machines - these need specialist cleaning.
- Got a stain on your clothes or sheets? Please see Circuit Laundry's helpful stain removal guide which should help you out with the most common stains at www.circuitgroup.com/stains.htm



1

WASHING YOUR CLOTHES

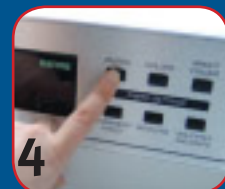
- Take care to place washing powder and fabric softener into the correct compartment. The packaging will recommend the right amount to use for your load. Washing powder tablets - which you would place in the drum with your dirty washing - often produce the best results and are much easier to use. Do not use dye or bleach in the machines.
- Load the washer. Do not overload, as the machine will not clean your clothes properly. Overloading can damage the machine. Distribute the load evenly at between three quarters and full. Close the door.
- Insert coins, feeding slowly one at a time. The machines accept £2, £1, 50p, 20p and 10p coins.
- Choose your wash programme, following the guidance sewn into your garments which should detail the appropriate temperature and wash cycle.
- The machines have 6 settings, shown below. Press the button to start your cycle and display the time remaining - each cycle takes approximately 40 minutes. Machine Cycle Temp:
Whites 60° | Colours 40° | Bright Colours 30° | Permanent Press 40° | Woollens 30° | Delicates 40°
- When the cycle has completed, unload the machine promptly. Do not leave your clothes unattended.



2



3



4

DRYING YOUR CLOTHES

- Never overload the dryer. One wash load = one dryer load.
- Read the care guidelines on your garments to make sure there are no special drying instructions. Do not dry wool, rubber or plastics.
- To dry clothes faster and save money, always clean the lint filter before using the dryer. Put the lint into the bin provided.
- Load your wet clothes into the dryer and close the door.
- Insert coins, feeding slowly one at a time. The machines accept £2, £1, 50p, 20p and 10p coins.



1



2

- Choose your drying programme. If using a double stack dryer, ensure you choose the correct dryer - upper or lower.
- The dryers feature 3 simple cycles - Whites & Colours is the normal mode and has the highest heat setting. Permanent Press is a moderate heat, while Delicates provides a low heat for fine garments. Press the button to start your cycle and display the time remaining.
- Should you need to check your laundry mid-cycle, simply open the door. To re-start after opening the door, close the door again and re-select the cycle.
- Once the drying cycle is complete, promptly open the door and unload your dry laundry. Hang clothes up immediately to avoid creases.
- A drying cycle will last for 60 minutes. For some garments this may be too long, so you may need to monitor your clothing to ensure that it is not damaged. If, however, you notice that your load could benefit from extended drying time, you can extend the drying cycle by an additional 11 minutes provided you insert another 20p before the end of the initial 60 minute drying cycle.



YOUR LAUNDRY AND THE ENVIRONMENT

Using any laundry machine has an impact on the environment by using water and electricity. Detergent also has an impact on the drainage system. However, there are steps you can take to reduce your impact on the environment, while keeping your clothes clean.

Reduce temperature

All washing machines have low temperature energy saving programmes (bright colours and woollens). Try using these in conjunction with a washing powder/detergent that will activate on a low temperature to see if they give a satisfactory wash - this will reduce the cycle time and the amount of electricity used.

Washing powder

Use an environmentally friendly washing powder that will activate on a low temperature, or try cutting down the amount of powder you use to lessen the impact of chemical contamination to waste water.

Drying

Keeping the lint filter clean is a good way of reducing drying time and therefore electricity usage. You can also try using Dryerballs to create more space & therefore airflow in the drum which will reduce your drying time.

REPORTING PROBLEMS

If you have any questions regarding the washing and drying machines, or if you wish to report a fault, please contact Circuit directly on 0800 0924068 or e-mail info@circuitgroup.com OR your Hall Supervisor.

To help the operators, please take note of the number of the machine and the site number (found on a red notice displayed in the laundry room) and quote these when contacting Circuit.

Accommodation Services Management