



MEMORANDUM

TO: Moreland Courts Residents

FROM: MCCA Management

DATE 10/2/2017

RE: **Laundry Room Etiquette**

Washing machines are the exclusive property of individual owners and should never be used by their neighbors or their neighbor's staff without the owner's express permission. Dryers however, are Moreland Courts Property and are shared by the residents assigned to a given laundry room. Please be certain to remind your staff of this.

The rules of common area laundry room etiquette include:

- Not using anyone's washing machine other than your own.
- Not packing overly large loads into the dryer. Doing so will shorten the dryer's life span.
- Be sure to empty the dryer's lint tray after each use.
- Clean up after yourself when you are done.
- As there may be another resident waiting to use the dryer when you are through, please promptly remove your clothes out on the laundry room table, on top of the dryer, etc., as there again may be another resident needing to use the space when you are through.
- If you hang clothes up in the laundry room to dry, please be sure to take them down by the following day.
- Residents may neatly store some of their laundry supplies in their assigned laundry room; otherwise laundry rooms are not to be used for long-term or short-term storage.
- Laundry equipment must not be operated between the hours of 11:00 PM and 7:00 AM.

If you have any questions or concerns, please refer to the Moreland Courts Association Rule Book page 15 or contact the Management Office.

