

Laundry Policy

Preferred Method: At Home

- **Supplies:** TLC provides detergent and Odoban (sanitizer).
- **Pay:** Techs are paid **\$20 per week** to do laundry at home.
- This is the **preferred method**.

Steps for At-Home Laundry

1. Take laundry home.
2. Shake out and separate all laundry before washing.
3. Add:
 - **1 Tbsp detergent**
 - **¼ cup Odoban** (not needed for glass rags)
4. Wash on **Cold or WARM:**
 - **Regular cycle** → regular microfibers & glass rags
 - **Heavy-duty cycle** → mop heads & brown microfibers
5. Dry on **MEDIUM heat** until completely dry.
6. Record laundry in the **#payroll-add-ons-and-subtractions slack channel** as “laundry” once a week under the correct date’s thread (along with your weekly mileage).

Accountability: Follow laundering instructions above and post weekly on **#payroll-add-ons-and-subtractions** channel to be compensated. All laundry must be completed promptly and consistently.

Alternate Method: Fargo Shop Laundry (Fargo Only)

If laundry cannot be done at home:

1. Always shake out and separate laundry.
2. Laundry is done as a **group effort**.
3. If you're at the shop, **check the washer/dryer** and keep them running (swap or fill as needed).
4. **Written instructions** are posted on the machines if you forget.

Accountability: Fargo Shop: Shake/separate laundry, keep washers & dryers moving. All laundry must be completed promptly and consistently.

Alternate Method: Bubbles Laundromat (GF Only)

If laundry cannot be done at home:

Drop-Off

1. Bring laundry to **Bubbles Laundromat**. (Be sure to bring in at least the equivalent of one large load of laundry)
2. Ask for an **order number** and **drop-off receipt**.
3. Post a photo of the receipt in the **#bubbles-laundry-gf Slack channel**.

Notifications & Pick-Up

1. **Heather** operates the Bubbles channel and receives ready notifications.
2. Heather will comment under the same thread when laundry is ready.
3. The tech picking it up must post the **official receipt** in that thread (for Trish's records).
Payment - TLC pays Bubbles directly — techs never pay out of pocket.

Accountability: Bubbles: Both receipts must be posted in the same Slack thread. All laundry must be completed promptly and consistently.