

# **INSTRUCTIONS FOR USE OF WASHING MACHINE & DRYING ROOM**

(Updated March 2023)

## **RESERVATION OF WASHING/DRYING TIME**

Reserve a time slot by writing your name and address on the list on the board in the laundry room.

You can only book 1 timeslot at a time.

You can reserve a drying room without using the washing machine. Book in the same way as booking a washing time but, write 'tørrerum' so that the washing machine can be used by someone else during the same time slot.

### **TIME SLOT 1 - 8 am until 12 pm.**

Use DRYING ROOM 1. Must be emptied no later than 9 am the following day.

### **TIME SLOT 2 - 12 pm until 4 pm.**

Use DRYING ROOM 2. Must be emptied no later than 1 pm the following day.

### **TIME SLOT 3 - 4 pm until 8 pm.**

Use DRYING ROOM 3. Must be emptied no later than 5 pm the following day.

## **USE OG WASHING/DRYING TIME**

If a time slot is not started within 30 min. after the booked time, the time slot can be taken over by others without further ado. Remember to make a note on the booking list on the board if you have taken over a time slot.

If you finish your laundry before the expiration of your time slot, please cross out your name/address on the list, so someone else can use the remaining time.

When you are finished with the washing machine, please remove any soap residue from the machine.

## **CLEANING UP THE DRYING ROOM**

When you empty the drying room, remember to sweep the floor, shut off the heat, close the windows and turn off the light.

## **GENERAL GUIDELINES**

The off-switch on the wall must not be used.

It is not permitted to use the washing machine before 8 am and after 8 pm.

## **PURCHASE OF LAUNDRY COINS**

Laundry coins can still be purchased with cash (only bills - no coins) or via bank transfer (ex. 10 laundry coins = 150,- kr.). Laundry coins will continue to be handed out twice a week: Tuesday (pay by Monday at 12 pm) and Friday (pay by Thursday at 12 pm).

If you encounter problems with the washing machine, contact CG Ejendomsservice (Mogens): tlf. 39 27 90 90 or tlf.: 40 74 84 08.