

ROOM IN THE INN LAUNDRY MINISTRY INSTRUCTIONS – Nov 2018 – Mar 2019

Thank you for your willingness to volunteer and help with the laundry ministry for the Room at the Inn. Below are a few reminders about procedures. If you have questions, please feel free to email, text, or call me. I work during the day, so emailing or texting are the easiest ways to contact me as I am not always available to answer the phone. (Tammi Ogle 615-337-5685, ttogle@comcast.net)

1. Please check the calendar to verify the dates you will be serving. If you have any conflicts please text, email or call me as soon as you can. Also feel free to contact other volunteers on the list to swap dates, if needed. In the event of swapping, you might just send me a quick email and let me know who is switching with whom.
2. The dirty laundry, which is in a large, marked garbage can, will be outside on the top of the steps behind the kitchen early Tuesday/Wednesday morning. Please do your best to pick up the dirty laundry some time on your pick-up date, Tuesday or Wednesday, whichever is applicable. The later in the week you pick it up; the more likely is to be misplaced.
3. Please feel free to wash everything together. You do not have to do separate loads for colors/whites.
4. Before you put the clean laundry back into the garbage can, please put all the towels in a garbage bag. Place the bag of clean towels on the bottom of the can (this really helps when they are setting up). Then, bag all the clean sheets and pillow cases together and place them on top of the bag of towels. Finally. Sometimes there are clothes in the laundry. Please place these in separate bag and place on top.
5. Please return the laundry no later than Sunday. When you return it to the church, please leave it in one of two spots: either outside at the top of the stairs right behind the kitchen along with the marked garbage can (where you picked it up) or inside the kitchen.
6. When you go to pick up the dirty laundry, if you are unable to locate it, please notify me per my contact info above. The quicker we can start looking for it the better chance we have of tracking it down 😊
7. The RITI cotton blankets should NOT be in the laundry, however, at times they do accidentally get thrown in with the sheets. (The blankets belong to the RITI campus downtown and they are returned to the campus every day and laundered by them.) If there are only a few blankets and your machine is able, please wash and return them. If not, then please place in a bag and clearly mark that they have NOT been washed and we will send them back to RITI the next night we have guests.

Thanks so much for volunteering in this ministry! We could not do it without your help!