

TABLECLOTHS CLEANING INSTRUCTIONS

All linens must be removed from the kitchen, laundered, folded neatly and returned promptly.

- Please complete sign-out sheet -

- Sign-out Sheet is located on the Kitchen wall between the Refrigerator and the main Kitchen Door -

Tablecloths must be laundered in the following manner.

- Cleaning:** Not more than 4 tablecloths per WASHER load, using a "cool-down" cycle if possible.
- Drying:** Only 2 tablecloths per DRYER load, set at HIGH and for only 10-18 minutes
- Folding:** Remove and fold immediately. Fold each cloth in half THREE times and then into thirds so that they will fit into the large bins in the back pantry room. This will prevent the need for ironing.