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## **48214 CARE Laundry Assistance Guidelines**

- After submitting a 48214 CARE request, a representative will contact the client to schedule an appointment for laundry services.
- 2. The representative will inform the client of the schedule of the Commons (Wednesday through Saturday 9:00am to 7:00pm and Sunday 1:00pm to 6:00pm) and will schedule an appointment for the client.
  - a. All services will be scheduled at least one week in advance for an hour interval.
- 3. Once scheduled, the representative will inform you of the protocols of the visit which include the following:
  - a. **Effective immediately,** clients are limited to **10 loads of laundry** (50 pounds) per visit.
    - i. Once you arrive at the Commons, the barista will ask you to put your laundry on a scale to weigh it.
    - ii. If it is above 50 pounds, you will be asked to schedule a second appointment for the overage.
  - b. If you are in need of detergent, it will be available for you as requested. However, there is a limit for detergent.
  - c. There will be no drop-off service, no exceptions.
  - d. If you are unable to make your appointment, please give us a 24-hour notice to reschedule your appointment.
- 4. If you have any questions, comments, or concerns, please contact the program manager at <a href="mailto:alexsaundra@mackave.com">alexsaundra@mackave.com</a>.