




# DePaul University Laundry Tips

- **DO** take all of your belongings with you. Any items left in the laundry room for more than 24 hours will be removed and discarded.
- **DON'T** wash items that contain cooking oil, foam rubber, gasoline, tar, grease, or any flammable materials or fumes as this could cause a fire.
- **DON'T** wash or dry rugs or comforters, as they may become damaged.

 <h2>Washers</h2>	 <h2>Dryers</h2>	 <h2>LaundryView</h2>
<ul style="list-style-type: none"><li>• Use High Efficiency (HE) liquid detergent or detergent pods, not powdered detergent.<ul style="list-style-type: none"><li>◦ Pod: Toss in the washer before loading clothes. (Don't put a pod in the dispenser tray.)</li><li>◦ Liquid detergent: Only use 1/8 of a cup.</li></ul></li><li>• High Efficiency machines use less water and need much less detergent.</li><li>• Leave the door open when finished to allow the unit to air out.</li></ul>	<ul style="list-style-type: none"><li>• Commercial dryers can be hotter than residential dryers.</li><li>• Check labels to ensure items are suitable for drying in a commercial dryer.</li><li>• Use the lowest temperature setting necessary to avoid damaging clothing.</li><li>• Clean the lint trap inside the door before and after every load to avoid fire hazards.</li></ul>	<ul style="list-style-type: none"><li>• See the status of machines (free, in use, time remaining and more) through this program.<ul style="list-style-type: none"><li>◦ Smartphone: Scan the QR code on the laundry room poster.</li><li>◦ Web: Access <a href="http://laundryview.com/depaul">laundryview.com/depaul</a>.</li></ul></li><li>• Set up text or email alerts by clicking "Need a Machine?" and creating a login.</li><li>• Click "View Weekly Stats" to see the busiest and slowest times for the laundry room.</li></ul>

## Machine Problems?

- Report problems promptly to ASI/MacGray:
  - App: Download CSC ServiceWorks and scan the machine's barcode.
  - Web: Visit <http://servicerequest.asicampuslaundry.com> and enter the machine's 6-digit ID number.
  - Phone: Call 1-800-765-3452
- Place an Out of Order sign on a machine only after the problem has been reported.