

Date: [Insert Date]

To: All Residents of [Insert Building Name/Address]

Subject: Shared Laundry Room Etiquette and Access Guidelines

Dear Residents,

To ensure that our shared laundry facility remains clean, efficient, and accessible for everyone, we kindly ask all residents to adhere to the following guidelines:

- **Hours of Operation:** The laundry room is available for use between [Insert Start Time] and [Insert End Time]. Please do not start new loads after [Insert Last Load Time].
- **Timely Removal:** Please set a timer and remove your clothes promptly once the cycle is finished. Items left in machines for more than [Insert Minutes] minutes may be moved to the folding table by other residents.
- **Cleanliness:** Clean the lint filter after every dryer use. Please wipe up any spilled detergent or fabric softener immediately.
- **Machine Capacity:** Do not overload the machines, as this can cause damage and prevents clothes from being cleaned properly.
- **Supplies:** Please take your detergent bottles and personal belongings with you when you leave. Do not leave empty containers in the laundry area.
- **Reporting Issues:** If a machine is out of order, please place an "Out of Order" note on it and notify management at [Insert Phone Number/Email].

By following these simple rules, we can ensure a positive experience for all neighbors. Thank you for your cooperation and consideration.

Sincerely,

[Your Name/Building Management]
[Contact Information]