

Date: [Insert Date]

To: All Residents

Subject: Important: New Equipment Instructions for Renovated Laundry Room

Dear Residents,

We are pleased to announce that the renovation of the building's laundry room is complete. To ensure the best experience and to keep the machines in top condition, please review the following instructions for the new equipment:

1. Payment System

The new machines operate using [Insert Payment Method, e.g., Mobile App / Smart Card / Credit Card]. Coins are no longer accepted. Please [Insert Instruction, e.g., download the app "Name" or visit the kiosk] to set up your account.

2. High-Efficiency (HE) Detergent

These are high-efficiency machines. Please use only "HE" designated detergent. Use only [Insert Amount, e.g., 2 tablespoons] per load to prevent over-sudsing and machine errors.

3. Machine Loading

Do not overload the washers or dryers. Fill drums no more than 3/4 full to ensure proper cleaning and drying. Ensure all pockets are emptied of metal objects or coins before starting a cycle.

4. Dryer Maintenance

To prevent fire hazards and ensure drying efficiency, please clean the lint filter before and after every use.

5. Reporting Issues

If a machine displays an error code or malfunctions, please do not attempt to fix it. Report the issue immediately by [Insert Method, e.g., scanning the QR code on the machine or calling 555-0123].

Thank you for your cooperation in maintaining our new facilities.

Sincerely,

[Your Name/Property Manager Name]

[Building Management Name]

[Contact Information]