

LAUNDRY POLICY FOR S' RESIDENCES AND S' DORMS

Purpose and Scope:

This policy provides guidelines for laundry services and usage of laundry-related facilities across different accommodation types under the Housing system—namely S' Residences and S' Dorms. It aims to ensure clarity, convenience, and safe usage of equipment while maintaining hygiene standards in shared living environments.

Laundry Services in S' Residences:

(Applicable to 2-share, 3-share, and 4-share rooms in both male and female hostels)

- 1.1. Laundry services are prepaid and included as part of the hostel fee structure.
- 1.2. Residents will receive a laundry bag upon check-in, along with a schedule for drop-off and collection.
- 1.3. The laundry is managed through a third-party professional service provider. Standard turnaround time is 48–72 hours.
- 1.4. Residents are responsible for labelling their bags properly. S' Residences is not liable for:
 - Minor color bleed
 - Shrinkage or damage from normal washing processes
- 1.5. Special or delicate garments are to be hand-washed or sent separately at the resident's discretion and risk.

Laundry Access in S Dorms:

(Applicable to 4-share, female-only accommodation)

- 2.1. Laundry services are not included in the hostel fee and are offered on a pay-per-use basis through self-operated washer-dryer units.
- 2.2. Washer-dryer machines are installed and maintained by an authorized third-party service provider inside the designated laundry room inside the dormitory itself.
- 2.3. Charges for use are based on the selected wash type (quick wash, heavy load, drying only, etc.) and are clearly displayed within the laundry room.
- 2.4. Students must ensure proper handling of machines. Any damage or misuse may result in a temporary ban on usage, and fines.
- 2.5. The laundry room also includes designated ironing areas. Residents may bring their own iron boxes and use them only within the laundry room.

General Laundry Policy Across All Hostels:

- 3.1. Use of iron boxes or heating appliances inside student rooms is strictly prohibited under fire safety regulations.
- 3.2. Residents must follow posted operating instructions and avoid overloading machines.
- 3.3. Laundry facilities are available during specific operational hours only and will be closed for servicing or audits as needed.
- 3.4. Theft, tampering, or irresponsible behavior inside the laundry room may result in disciplinary action.

Amendments:

- 4.1. Laundry services and operational terms are subject to periodic review and revision by hostel administration and facility partners.
- 4.2. Any updates in schedule, charges, or usage norms will be communicated via notice boards and the hostel app.

By following the Laundry Policy, residents of S' Residences and S' Dorms ensure smooth, fair, and hygienic use of shared laundry facilities while supporting the collective comfort and safety of all students.