

# HOUSEHOLD LAUNDRY SYSTEM

## Standard Operating Procedure (SOP) & Weekly Checklist

This structural document serves as the official operational standard for organizing, sorting, washing, drying, and folding clothes with peak efficiency. Follow these steps to maximize machine utilization rates and eliminate lost items.

### SECTION 1: THE CORE LAUNDRY WORKFLOW (STEP-BY-STEP)

#### Step 1: Meticulous Sorting

- Check all garment pockets completely for coins, papers, or sharp items before washing.
- Separate clothing into four distinct sorting baskets based on fabric profile and color:
  1. **Lights/Whites:** T-shirts, dress shirts, and light undergarments.
  2. **Darks/Dems:** Jeans, black shirts, dark socks, and sweaters.
  3. **Delicates:** Silks, activewear, and lace (always place small items in mesh wash bags).
  4. **Heavy Linens:** Towels, bedsheets, and heavy blankets.

#### Step 2: Load Size Optimization

- **Under-loading Warning:** Do not run half-empty cycles. Group loads together to protect appliance lifespans.
- **Overloading Warning:** Leave at least one hand's width of space at the top of the drum. Do not cram clothes tightly into the washer.

#### Step 3: Fabric Care & Wash Cycle Tracking

- **Light/Dark Casuals:** Set washer to cold water (30°C or lower) to maintain eco-friendly laundry practices and prevent fabric shrinking.
- **Heavy Linens/Towels:** Set washer to warm water (40°C–60°C) to ensure deep allergen removal.
- **Delicates:** Select the low-spin "Delicate" or "Handwash" cycle tracking setting.

#### Step 4: Quality Control Drying

- Clean the appliance lint filter before pressing start to ensure maximum dryer efficiency.
- Shake out wet clothes before transferring them to the dryer to minimize permanent wrinkles.
- Air-dry delicate fabrics and heavy wool items on a stable vertical rack to prevent heat damage.

### Step 5: Folding & Systematic Storage

- Remove dry garments immediately from the machine to prevent deep folding creases.
- Sort items by individual family member bins or designated closet shelves for instant tracking.

## SECTION 2: THE WEEKLY LAUNDRY SCHEDULE

Follow this systematic layout to keep your household organized and prevent weekend clothing accumulation:

- **Monday (Lights & Casuals):** Run light casual wear. Focus on quick turnaround times.
- **Wednesday (Darks & Denim):** Run heavy dark cottons and everyday denim loads.
- **Friday (Heavy Linens & Bedding):** Run household bath towels, sheets, and bed covers.
- **Sunday (Sorting & Maintenance):** Audit empty bins, fold remaining clothes, and wipe down washing machine drums.

## SECTION 3: MAINTENANCE SCHEDULING FOR WASHERS

To prevent unexpected appliance breakdowns and foul odors, execute these maintenance checks regularly:

Frequency	Maintenance Task to Execute	Done
Every Load	Clean the dryer lint trap completely. Leave the washer door open to air out.	<input type="checkbox"/>
Monthly	Run an empty self-clean hot cycle with 1 cup of white vinegar or machine cleaner.	<input type="checkbox"/>
Every 3 Months	Unscrew, drain, and clean the debris filter at the bottom front of the washer.	<input type="checkbox"/>

## SECTION 4: APPLIANCE EFFICIENCY & LOST ITEM TRACKING

- **Eco-Friendly Rule:** Always use cold water cycles for daily wear to reduce household energy costs.
- **Lost Item Tracking:** Place all small socks, handkerchiefs, and baby clothes inside a zipped mesh laundry bag before running a cycle to ensure 100% accountability.