

**Cedarville Township Volunteer Fire Department**  
**CTVFD Use of Laundry Facilities Policy**  
**2016**

**Purpose:**

The use of the laundry facilities is a privilege, not a right, of membership. This policy's aim is to set parameters for that privilege and to maintain a professional atmosphere and well-disciplined membership. It will also provide accountability and establish a standard of courtesy to fellow members.

**Policy:**

- Fire Department Laundry is a priority. If your laundry is in the process of cleaning, it will be removed to make room for Department laundry and replaced to continue washing or drying where it was stopped.
- If you are doing laundry at the station, you must leave a laundry basket by the washing machine/dryer that is clearly labeled with your name. This readily available basket will be used to toss laundry into in order to prevent an unprofessional atmosphere in the event of an impromptu tour or inspection. If you do not leave a clearly labeled laundry basket, the unnamed laundry will be placed in a trash bag and stored until you claim it. This ensures everyone follows the policy and allows an officer a face-to-face for you to explain why the policy was not adhered to.
- Each load of laundry may not be left at the station for longer than three hours from beginning the load, unless approved by a chief officer for a specific duration of time.

**Corrective Actions:**

- Failure to use the whiteboard, or to retrieve laundry within the time required will warrant the following consequences.
- For a first offense, the laundry will be placed in its basket and stored until claimed, and the member will receive a warning.
- For a second offense, the laundry will be placed in its basket and stored until claimed. The member will receive an indefinite suspension from use of the laundry facilities. The privilege may be reinstated by a chief officer at their discretion.

April 21, 2015

Revised August 29, 2016

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Date: \_\_\_\_\_

Kyle E. Miller  
Interim Fire Chief  
Cedarville Township Volunteer Fire Department