

# Franklin Manor Laundry Room

## Procedures for Reporting Laundry Room Service Issues

1. Report all operational problems by email to: [franklinmanor1928@gmail.com](mailto:franklinmanor1928@gmail.com)
2. Include the following information:
  - Your name and apartment number
  - The appliance number, for example: **washer #4, dryer # 2**
  - Briefly describe the problem or provide the Error # on the appliance LED screen,
3. Only then should you put an out-of-order ticket on the problem machine.
4. Also report other laundry room problems such as replenishing paper towels, water leaks, etc.
5. Your email will be acknowledged once we investigate the problem.

**Note:** *Dirt and static electricity can build up on the laundry card chip. If the card is not read properly, gently rub the chip with your finger and retry*