

MAINTENANCE TECHNICAL SUPPORT CENTER  
HEADQUARTERS MAINTENANCE OPERATIONS  
UNITED STATES POSTAL SERVICE



# Maintenance Management Order

**SUBJECT:** CTC In-House Laundry

**TO:** All Maintenance Capable Facilities

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This Maintenance Management Order (MMO) establishes policy and procedures to allow facilities to perform Custodial Team Cleaning In-House Laundry. This bulletin applies to Acronym ADMIN and Class Code LC.

This MMO applies to all plants (Processing and Distribution Centers (PDC), Network Distribution Centers (NDC) and all subordinate maintenance capable facilities (Annexes, Parcel Support Annexes (PSA), Mail Processing Annexes (MPA), etc.). Currently, this bulletin does not apply to Non-Maintenance Capable Facilities (Stations, Branches and Associate Offices (AO)).

Currently, contract cleaning vendors that launder CTC cloths and mop heads are not returning these items clean and free of soap and other debris. Many of these products come back dirty, wet, and in some cases, vendors are not returning the cloths and mop heads at all. This is a large cost to the Postal Service as well as countless hours spent tracking down the unreturned cloths and mop heads.

Facilities covered by this MMO will either continue with the current Material Logistics Bulletin (MLB) [MLB-CO-13-006](#) laundry contract or choose to perform in-house laundry. HQ Maintenance Policy, Programs, and Support **MUST** approve all in-house laundry requests before the site will be authorized to purchase washing machines and dryers and to perform in-house laundry.

If the [MLB-CO-13-006](#) laundry contract vendor is providing adequate laundry services, there is no need to switch to in-house laundry. If a facility chooses in-house laundering as the best option, the facility must have followed all protocols regarding the reporting of laundry problems to Supply Management (SM), or the site either never had or no longer has contract laundering services available. If a facility has had laundry contract issues that were unable to be resolved, copies of the forms submitted to SM will be required when the facility requests to do laundry in-house.

**NOTE**

In-house laundering will only be considered at facilities connected to a municipal sewer system that is owned and operated by a permitted Publicly Owned Treatment Works (POTW). In-house laundering will only be considered at postal locations where the sanitary sewer lines in the facility have been verified (testing may be required) to flow to the main trunk line of a permitted POTW. Copies of the applicable local sewer ordinance must be provided for review as part of the approval process.

For questions or comments concerning this bulletin contact Maintenance Policy, Programs, and Support by email at [\\_HQMaintenanceOperations@usps.gov](mailto:_HQMaintenanceOperations@usps.gov).



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- Attachments:
1. Microfiber Washing and Drying Procedures
  2. CTC In-House Laundry Check In/Out Worksheet

**ATTACHMENT 1****MICROFIBER WASHING AND DRYING PROCEDURES****1.0 WASHING REQUIREMENTS FOR MICROFIBER MOP HEADS/CLOTHS**

- Check in/out and sign off In-House Laundry Check In/Out Worksheet (Figure 2-1), record discrepancies and notify the immediate supervisor of any issues.
- Laundry detergent or soap is not typically required, as microfiber product already contains disinfectant and cleaning solution from daily use.
- If laundry detergent is needed, use half the specified amount per load to avoid over soaping microfiber mops or cloths.
- Review Safety Data Sheet (SDS) before using any sanitizer or detergent and place a copy into the site's SDS binders.

**CAUTION**

**Custodians MUST follow and use all proper Personal Protective Equipment (PPE) according to the products SDS, at a minimum, rubber gloves and goggles, when using sanitizer and detergent as well as when touching dirty mops and/or cloths.**

**CAUTION**

**Do not use chlorine bleach or abrasive detergent. This will shorten the lifespan of microfiber fabrics.**

**NOTE**

Do not use fabric softener during the washing or drying processes. Fabric softener can affect the absorbency of cleaning cloths and mops.

**NOTE**

High Efficiency (HE) washers have problems rinsing microfiber if too much detergent is used. Ensure washing instructions in this bulletin are followed. In addition to washing microfiber cloths, mops, and huck towels, ensure the mesh bags are also laundered with the proper laundry detergent. Dirty bins and containers are to be wiped clean with the proper CTC General Cleaner.

**NOTE**

If microfiber is still soapy after being washed, run an extra rinse cycle.

- Only use unscented sanitizer and detergent.
- Liquid laundry detergent, MUST be low suds/High Efficiency (HE), free and clear (no perfumes or dyes).
- Only liquid sanitizer is acceptable for use.

According to the manufacturers' specifications, microfiber cloths and mop heads can be machine washed over 200-500 times without degradation but do not wash these products together.

Wash soiled microfiber mops or cloths in washing machine, in hot water with normal load. Follow same washing procedures for washing huck towels (80 towels per load) as microfiber cloths (80 cloths per load). However, do not combine the two materials while washing.

Do not wash cloths, mops, and huck towels in the same washing load. Separate products into separate loads.

Wash no more than 80 huck towels OR 80 microfiber cloths OR 30 (11-13 mm) OR 40 (5-7 mm) microfiber mop heads in a single load (Table 1-1).

**Table 1-1. Maximum Number of Items per Load**

Item	Per Load	Water Temp	Washer Cycle	Dryer Temp
Huck towels	80	Hot	Normal	Normal Timed Dry or Permanent Press
Microfiber cloths	80	Hot	Normal	Medium heat
Microfiber mop heads 11-13 mm	30	Hot	Normal	Medium heat
Microfiber mop heads 5-7 mm	40	Hot	Normal	Medium heat

### 1.1 SANITIZER AND DETERGENT EXAMPLES

- [Lysol Laundry Sanitizer with Zero Bleach](#)
- [Tide Free and Gentle Laundry Detergent, HE Compatible](#)
- [All Free and Clear Laundry Detergent](#)

## 1.2 WASHING MACHINE CLEANER

Depending on local water type (hard or soft water) it may be necessary to use a washing machine cleaner monthly to clean the residue from the washer tub. If this is the case, use washing machine cleaner after the last run of the day is completed according to the product instructions.

Washing machine cleaner examples: Glisten or Affresh

## 2.0 DRYING INSTRUCTIONS FOR MICROFIBER MOP HEADS/CLOTHS

<b>CAUTION</b>
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**To prevent possible fire hazard, remove lint trap and clean lint from screen between drying loads. This will also improve microfiber drying.**

### NOTE


High heat will damage the fibers of microfiber mops and cloths.

- Only use the medium heat drying mode to dry microfiber mops or cloths.
- When drying huck towels, use Normal Timed Dry or Permanent-Press modes.
- Each dryer load must contain no more than 80 microfiber cloths OR 30 (11-13mm) microfiber mop heads OR 40 (5-7 mm) microfiber mop heads.
- Typical drying time is 45 minutes.

### 3.0 RECOMMENDED WASHER AND DRYER

#### 3.1 WASHING MACHINE

A commercial grade, top loading, high capacity (4 to 5 cubic feet), high efficiency agitator washing machine with additional rinse cycle should be utilized (Figure 1-1).

Top Load Washing Machines						
 <p>Top load vended washing machines are coin operated for use in laundromats and other commercial applications.</p> <ul style="list-style-type: none"> <li>• Voltage: 120V AC</li> </ul>						
White						
↑Capacity	Number of Wash Cycles	Overall Height	Overall Width	Overall Depth	Energy Star Certified	Current
4.1 cu ft	12	43-3/8 in	27 in	28-1/8 in	No	15 A
4.5 cu ft	9	45-3/4 in	27 in	29 in	Yes	10 A
4.5 cu ft	10	46-1/4 in	27 in	28-1/8 in	Yes	10 A

**Figure 1-1. Example of On Catalog Washer**

- Stainless-steel supply line connectors are recommended.
- Typical machine wash time is 45-50 minutes.

#### NOTE


Workhour time includes visual inspection of hoses for leaks, condition of washer, accounting for and use of laundry detergent/sanitizer, cleaning detergent tray, prepping/sorting microfiber cloths/mops, loading wet laundry into dryer, and completing In-House Laundry Check In/Out Worksheet as well as notifying Supervisor of any defects or any other unforeseen conditions.

#### 3.2 ELECTRIC DRYER (ONLY)

#### NOTE

Use only electric dryers which are adapted for internal venting.  
NO gas operated dryers allowed.

A commercial grade high-capacity (7 to 8 cubic feet) ventless electric dryer should be utilized (Figure 1-2).

Front Load Dryers							
		These dryers load from the front.					
Electric Power Source							
White							
Capacity	Number of Dryer Cycles	Overall Height	Overall Width	Overall Depth	Energy Star Certified	Current	Voltage
7.5 cu ft	12	45-7/8 in	27 in	31-1/2 in	No	24 A	120/240V AC
7.5 cu ft	12	45-7/8 in	27 in	31-1/2 in	No	24 A	120/240V AC
8 cu ft	7	38 in	27 in	32 in	Yes	30 A	208/240V
8 cu ft	10	43 in	27 in	30-1/8 in	Yes	30 A	240V AC

**Figure 1-2. Example of On Catalog Dryer**

**4.0 STANDARD WORK INSTRUCTIONS:**

**4.1 START OF TOUR (FACILITY’S CHOICE OF TOUR TO WASH/DRY MOPS OR CLOTHS)**

1. Supervisor assigns laundry duties to custodian on Daily Route Sheet.
2. Custodian collects soiled mops or cloths from designated dirty bins or bags.
3. Count out proper number of mops or cloths to appropriate washable amount.
4. Load washing machines.
5. Adjust setting to ensure Extra Large or Large washing load with additional rinse cycle.
6. Load soiled cloths:
  - a. Wash no more than 80 microfiber cloths.
  - b. Once cloths are cleaned, wash a load of soiled mops:
  - c. Wash no more than 30 (11-13mm) and 40 (5-7mm) microfiber mops.

**CAUTION**

**Custodians must follow and use all proper PPE according to the SDS, at a minimum, rubber gloves and goggles when distributing sanitizer and detergent as well as touching dirty or soiled mop heads or cloths.**

7. Press start button to begin wash cycle.
  - a. Begin MS-47 cleaning route according to the 4776.
  - b. After first break, assigned custodian returns to washing machine.
  - c. Remove clean mops or cloths from washer.
  - d. Place clean mops or cloths into the dryer.
8. Adjust dryer to medium heat drying mode to dry microfiber mops or cloths.
  - a. Press the start button to turn dryer on.
  - b. After Lunch, assigned custodian checks dryer to determine if mops or cloths are clean and dry or if they need additional time.
  - c. If additional time is needed, custodian sets temperature of dryer medium drying mode.
  - d. Press start button to turn dryer on.
  - e. If mops or cloths are dry, custodian will separate clean laundered items into appropriate clean laundry bins or bags.
  - f. If second drying cycle is needed, after second break, custodian returns and checks laundered items to check if they are completely dry.
9. Custodian will separate freshly cleaned items into appropriate clean laundry bins or bags.

**NOTE**

Do not fold microfiber cloths. Custodians will fold microfiber cloths when utilized as part of their assigned route.

If at any time, washer or dryer is not functioning properly, i.e., not washing, drying, and/or has a mechanical failure, immediately notify supervisor, and fill out PS Form 4707, Out of Order. .

**4.2 CLEAN UP PROCEDURES:**

1. Wipe down both washer and dryer with a clean microfiber cloth to maintain a clean and healthy working environment. Ensure laundry detergent and sanitizer are returned to their storage locations.
2. Sign off the In-House Laundry Check In/Out Worksheet, record discrepancies and notify supervisor of any issues (Figure 2-1).



## 5.0 STAFFING

Staffing will be calculated based on:

1. Total Washer Task Time = washer prep time, extra rinse needed, removal time, and clean up time.
  - Approximate workhour time provided per washing cycle:
    - 8 minutes for microfiber cloths or huck towels
    - 8 minutes for microfiber mops
2. Total Dryer Task Time = dryer prep time, extra dry needed, removal time, and clean up time.
  - Approximate workhour time provided per drying cycle:
    - 5 minutes for microfiber cloths or huck towels
    - 5 minutes for microfiber mops

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