

## LAUNDRY FACILITIES

Laundry facilities in O'Daniel South, residence halls and the Community Center use coins or the Eagle Access Card. The laundry rooms in McDonald East are coin operated only. The cost to wash is \$1.50 per load and to dry \$1.25.

Residents should not leave laundry unattended. Housing and Residence Life will not be responsible for lost or stolen laundry items.

### *Residence Halls*

Laundry rooms are located on the second floor of each residence hall.

### *O'Daniel South*

A laundry room is located directly in the Residence Life Resource Center behind the Office of Religious Life.

### *O'Daniel North and McDonald West*

A laundry room is located in the Residence Life Community Center.

### *McDonald East*

A washer and a dryer are located in the stairwell of each building. Residents who wish to use these laundry facilities will have to use quarters to pay for their laundry.

## What do I do if I experience a problem with a washer or a dryer?

The laundry facilities are managed through an outside vendor called CSC ServiceWorks.

If you experience an issue with a washer or dryer, you must report it to them. If CSC does not know about the issue, it cannot be fixed. USI maintenance does not handle laundry repairs. Please follow the two-step process below to report these laundry issues.

1. Submit a **service request**.
2. Call the HRL office at 812-468-2000 to tell us which machine is not working. You will need to provide the number labeled on the machine, i.e. washer #12.

If you have any questions or concerns, please call our office at 812-468-2000.

## LAUNDRY REFUNDS

### USING EAGLE ACCESS CARD

Please go to the HRL office, call 812-468-2000 or email **Living**. You will need to provide the following information:

- Name
- Student ID
- Location of Loss
- Date of Loss
- Amount of Loss

### USING COINS

Visit the CSC refund **website**. You will need to provide the following information:

- Name
- Mailing Address
- Phone Number
- Email
- Reason for Refund
- Location of Loss
- Amount of Loss

