

# **Laundry Services Handbook**

## **2025-2026**

### **Shiv Nadar IOE**

#### **Disclaimer:**

This handbook is designed to guide students regarding laundry operations across hostels. The rules, timings, and contacts mentioned are subject to change based on university administration decisions or service provider updates. The Campus Affairs Committee is not responsible for damage, color fading, or loss arising from regular washing and ironing processes. Students are advised to avoid giving delicate, expensive, or dry-clean-only garments for regular laundry service.

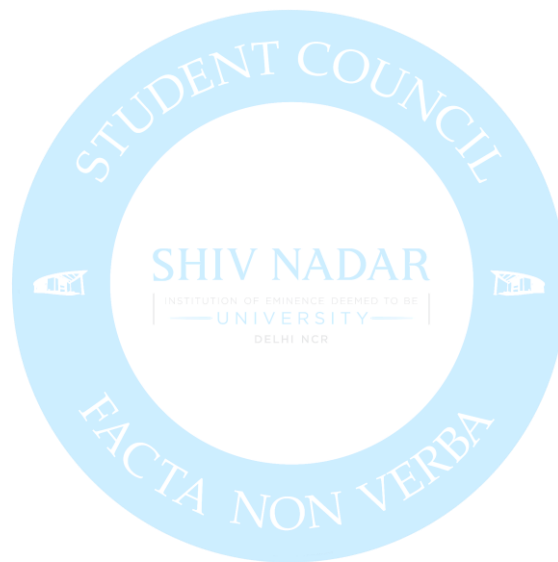
#### **By:**

Campus Affairs Secretaries

Karthik Jalluri & Reva Sonawane

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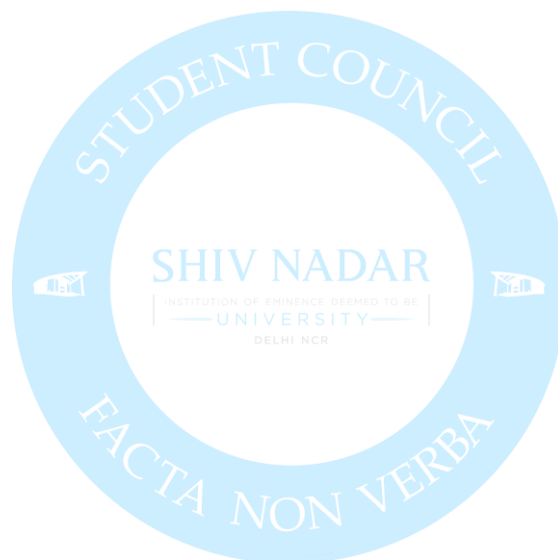
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## 1. Guidelines:

- Laundry collection and delivery will take place between **5:00 p.m. and 8:00 p.m.** on the scheduled days for each hostel.
- Clothes should be handed over **only in the designated laundry bags** provided by the service.
- Every laundry bag must have a visible label mentioning the **student's hostel and room number.**
- Do not mix clothes belonging to different students in one bag; **only one student's clothes** should be placed per bag.
- Ensure that **pockets are empty** and all valuables are removed before handing over the clothes. The laundry service will not be responsible for loss or damage to items left in pockets.
- Upon delivery, students must **verify the number of items and their condition** immediately.
- Any issue, such as **missing items, incorrect delivery, or damage**, should be reported **within 24 hours** of receiving the clothes.
- For any complaints, students should send an email to [Preeti.jain@snu.edu.in](mailto:Preeti.jain@snu.edu.in) and **CC their respective hostel warden** for resolution.
- The email should include the **student's name, hostel, room number, mobile number, date**, and a **brief description of the issue.**
- Students are expected to always maintain **polite and respectful communication** with the laundry staff.
- Students must not leave laundry bags unattended in corridors or common areas; they should **personally hand them over** during collection hours.

- If a student is unavailable, they may **inform their roommate or friend** to hand over or collect the clothes on their behalf.
- Students should avoid giving **delicate, dry-clean-only, or expensive clothes**, or garments that may **bleed color** to the regular campus laundry bag. A **dry-cleaning facility** is also available for such items. These clothes should be handed over separately after informing the laundry team, so they are handled properly and do not get damaged. If any garment has a **stain**, that should also be informed separately.
- The university or laundry vendor will not be liable for **color fading, shrinkage, or minor wear and tear** during washing.
- In case of any changes in **timings or collection schedules**, prior information will be shared through official hostel groups or notice boards.



## 2. Laundry Collection & Delivery Schedule:

Hostel	Collection & Delivery Days	Timings
Chilika 1B	Monday & Thursday	5:00 – 8:00 PM
Sundarbans 1A	Tuesday & Friday	5:00 – 8:00 PM
Hemis 2A	Wednesday & Saturday	5:00 – 8:00 PM
Kaziranga 2B & 2BX	Tuesday & Friday	5:00 – 8:00 PM
Periyar 2C	Monday & Thursday	5:00 – 8:00 PM
Gir 3A	Monday & Thursday	5:00 – 8:00 PM
Dibang 3B	Tuesday & Friday	5:00 – 8:00 PM
Kanha 3C	Wednesday & Saturday	5:00 – 8:00 PM
Manas 4A	Wednesday & Saturday	5:00 – 8:00 PM
Marine 4B	Wednesday & Saturday	5:00 – 8:00 PM
Mudumalai 4C	Wednesday & Saturday	5:00 – 8:00 PM
Betla 5A	Monday & Thursday	5:00 – 8:00 PM
Bandipur 5B	Monday & Thursday	5:00 – 8:00 PM
Bandhavgarh 5C	Tuesday & Friday	5:00 – 8:00 PM
T6	Monday & Thursday	5:00 – 8:00 PM
T2	Tuesday & Friday	5:00 – 8:00 PM
T9	Wednesday & Saturday	5:00 – 8:00 PM

### 3. Contact Information:

1. Laundry Service Coordinator:

*Preeti.jain@snu.edu.in*

2. For Hostel-Related Escalations:

CC your respective warden in all laundry-related mails

### 4. Feedback & Suggestion:

A short section guiding students where to send service feedback or improvement ideas and queries to.

To : [deputydean.students@snu.edu.in](mailto:deputydean.students@snu.edu.in)

cc : [preeti.jain@snu.edu.in](mailto:preeti.jain@snu.edu.in) , [ca.sc@snu.edu.in](mailto:ca.sc@snu.edu.in)