



Laundryserv 

Guide to
good laundering

Contents

- 1.** Introduction
- 2.** Health & Safety
- 3.** Protective Clothing & Equipment
- 4.** Hand Washing
- 5.** Effective Hand Washing
- 6.** Sorting Laundry
- 7.** Effective Washing
- 8.** Thermal & Chemical Disinfection
- 9.** Self-Opening Bags
- 10.** Operating Washing Machines
- 11.** Auto Dosing
- 12.** Sorting
- 13.** Washing Machines
- 14.** Tumble Dryers
- 15.** Using Rotary Ironers
- 16.** Drying
- 17.** Cleaning The Laundry
- 18.** Cleaning Floors
- 19.** Cleaning & Care Of Equipment



Introduction

Laundryserv's ethos is to provide customers with "100% Service", providing a complete package that takes the worry away from establishing and maintaining an on-site laundry.

This laundry guide provides detailed instructions on how to operate machinery, follow processes and procedures for laundering garments and most importantly, it explains how to do things safely in a laundry environment.

If you experience any problems with the Laundryserv machinery in your laundry, full technical support is provided by Laundryserv's nationwide team of specialist laundry equipment engineers.

Laundryserv offer a 7 day a week 24 hour service package, ensuring that you can speak to someone about your laundry query, no matter what time of day you do your washing!

For service please call:

0800 731 1399

For general enquiries please call:

0121 558 7333

For consumables/sales please call:

0800 085 0607

Health & Safety

Laundries contain many potential hazards for laundry operatives, from spilt chemicals to skin burns and scalding. It is important, therefore, that all staff members are aware of every potential danger that can occur.

Keep restricted access to the Laundry room, and remember to lock the door when the room is unoccupied.

Types of hazard:



Electrical



Gas



Burning & Scalding



Chemical



Manual Handling



Infection Control



Fire



Cleaning

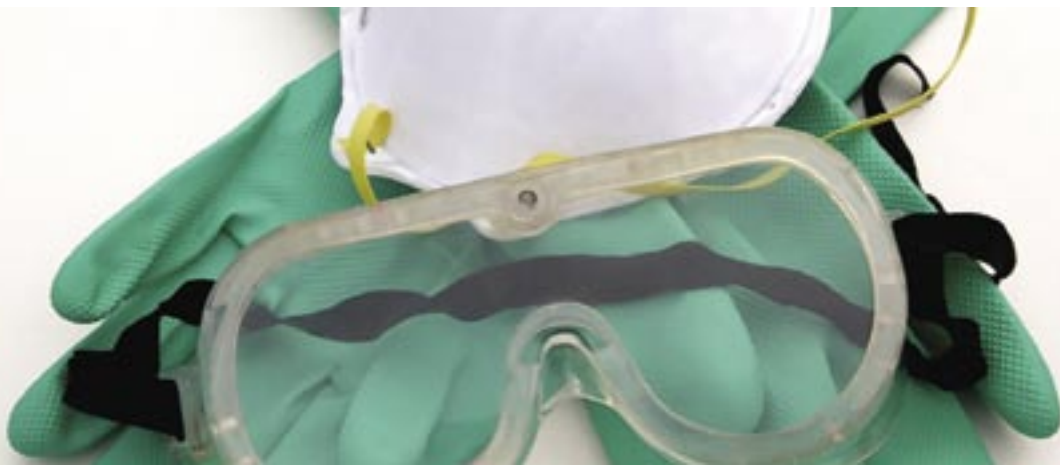


Lone Working

Every laundry should be risk assessed by the site or laundry manager.

Protective Clothing & Equipment

- Correct clothing and personal protective equipment should be worn at all times when working in the laundry
- Check product labels for advice on which personal protective equipment (if any) should be worn when handling chemicals
- Rubber gloves must be worn when; sorting laundry, handling chemicals, when cleaning the machines and the room
- Disposable gloves and aprons must be worn when handling items contaminated with any bodily fluids
- Always wear eye protection when dispensing chemicals and changing the auto-dosing containers
- Wear a face mask when cleaning the lint filter on a tumble dryer and when dispensing chemicals that show a warning sign on the label



Hand Washing

To ensure that hygiene levels are maintained in the laundry room, staff should wash their hands:

- 1 When entering or leaving the laundry
- 2 After removing gloves
- 3 After cleaning
- 4 After handling used, infected or fouled laundry
- 5 Before handling clean laundry (wet or dry)
- 6 Before taking a break

Effective Hand Washing



Step 1

Wet hands under running water



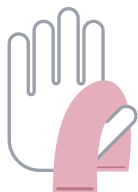
Step 2

Apply soap



Step 3

Wash hands for 10-15 seconds



Step 4

Dry thoroughly with a hand towel

Sorting Laundry

It is important that infection control guidelines are maintained in the laundry. It is advisable to use coloured bags to organise wash regimes.

Laundry should be sorted into 3 main categories:

1. Used (soiled)

These include items that need washing because they have been used or stained

2. Infected and/or fouled

These are items that may carry infection as they have been soiled with bodily fluids, such as blood, urine etc



3. Heat sensitive

These are items that will damage in wash temperatures above 60 degrees centigrade

Always remember:



Take care when lifting heavy laundry bags. If a laundry bag is too heavy use a mobile laundry truck.

Washbags and laundry trucks are available for purchase from Laundryserv supplies direct, download a brochure from our website or call **0800 085 0607** to place your order.

Effective Washing

To ensure the most effective and best wash results:

- Ensure you have the appropriate washing and drying machines for your application in the laundry
- The mechanical action of the washing machine will break up soiling on the items and garments
- Ensure that the right programme and temperature is selected for the type of wash that you are doing. This will help to activate the wash chemicals and achieve wash disinfection
- All machines should be WRAS approved

WRAS

Water Regulations Advisory Scheme



Thermal Disinfection

To achieve thermal disinfection please follow the HSG (95) 18 guidelines as outlined by the NHS.

Items that require thermal disinfection:

- Cottons, polycottons and reusable incontinence pads
- Red & green re-useable self opening bags
- Handkerchiefs
- All bedding
- All towels and flannels
- Tea towels, kitchen cloths, tablecloths and napkins
- Colour coded cloths and mops
- Workwear/tabards

All items should be in a soluble red bag and washed at 65°C for a minimum of 10mins or 71°C for a minimum of 3mins with a 4min mixing time.

Chemical Disinfection

Chemical disinfection should only be used when a high wash temperature would damage items and garments.

Items that need chemical disinfection are:

- Blue re-usable self opening bags e.g. undergarments

Self-Opening Bags

● **Red bags**

Wash with all polycotton bedding, sheets, duvets and pillowcases

● **Green bags**

Wash with any re-usable waterproof bed protection for thermal disinfection

● **Blue bags**

Wash with other blue bags only for chemical disinfection

- Open the poppers on the bags before putting into the machine
- Place the bag into the machine and then open the ties
- After washing, unfurl the bag and put back into shape and dry

Always remember:



Do not
overfill the bags

Operating Washing Machines

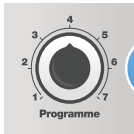
When using machines please follow the instructions provided:

**1**

Load washing machine

**2**

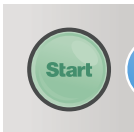
Close machine door

**3**

Select wash programme

**4**

Place detergent in soap drawer

**5**

Push start button on washer

Auto Dosing

General Use

When working with the liquid drums, follow the instructions below:

- 1.** Always read the label
- 2.** Do not hand feed the product
- 3.** Store and use the products at room temperature

Drum changing

When replacing liquid drums, follow the instructions below:

- Wear rubber gloves and safety eyeglasses to avoid contact with the product
- Avoid breathing the fumes
- Leave the product tube/lance in the container and carefully slide the empty container away

- 4.** Make sure that each product container is correctly stored
- 5.** Make sure that the correct product tube/lance is in place and secure in each container (check coloured tubes & caps)
- 6.** Replace empty product containers immediately

- With the cap still secured, move the new container in to place
- Remove the cap of the container
- Carefully place the tube/lance from the empty container into a full container

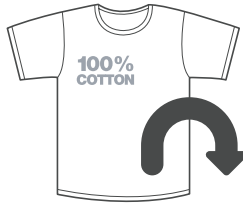
Always remember:



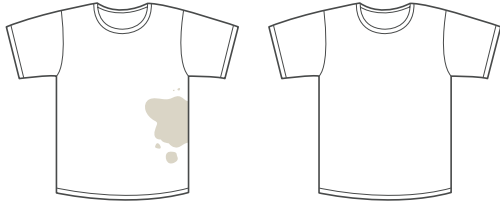
Clear tube = detergent
 Red tube = de-stainer
 Black tube = fabric softener

Sorting

Remove any -
100% cotton



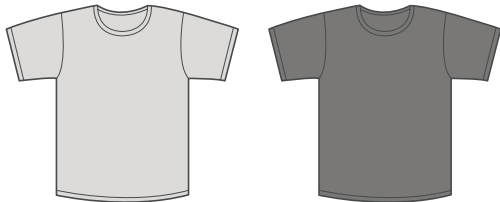
Separate into -
Soiled/Non soiled



Separate soiled into -
Lightly soiled /
Heavily soiled



Separate non soiled into -
Light colours/
Dark colours



Washing Machines

- **Do not** overload the machine ideally the machine should be two thirds full
- Read the care instructions on garment and item labels, and ensure that these are carefully followed
- All polycotton items should be washed on a thermal disinfection programme to ensure infection control
- Turn the machine off at the wall at the end of the day



Tumble Dryers

- **Do not** open the dryer door or remove items from the dryer before the machine has completed the cool down process
- Always set the programme time and temperature
- Always remove items from the tumble dryer at the end of its cycle. **Do not** leave items in the machine as this is a fire hazard
- Fold the items/garments straight away to avoid creasing
- **Do not** leave items in a basket this is a potential fire hazard
- **Do not** let the machine run for long periods of time unattended - e.g. at night
- Clean the lint filter with a soft brush
- On a weekly basis, vacuum the lint screen and drum carefully using the soft brush attachment on the hose
- At the end of the day, turn the machine off at the wall

Using Rotary Ironers

Rotary ironers are intended for ironing flat textiles such as sheets, pillowcases and tablecloths which are suitable for machine ironing and have been washed in water.

Textiles should not be folded before insertion into the ironer, this will prevent jamming and produce the desired finish.

Before ironing, the laundry should be:

- Dampened down if you are ironing without steam
- Pulled into shape and smoothed out
- Sorted according to ironing temperatures

Using the iron:

- Only trained operators should use a rotary ironer
- Only operate a rotary ironer when all removable outer casings are fitted, and that the finger guards and other safety devices have been tested for correct operation
- **Do not** leave an iron that is switched on unattended
- To ensure an even distribution of heat make sure the full width of the ironing bed is used
- Roller speed and temperature should be set to textiles manufacturers recommendations to prevent damage to the textiles and produce a satisfactory finish

Drying

The do's and don'ts when it comes to the drying of clothes:

Do's

- Set time (30 minutes)
- Set cool down (6 minutes)
- Unload immediately when dry and fold and drape items

Don'ts

- Mix loads
- Overload
- Overdry
- Remove items before cool down



Cleaning The Laundry

Daily cleaning and disinfection:

Daily Cleaning Tasks:

- Use a durable cloth
- Clean all sinks and draining boards with a good surface cleaner
- Clean dirt and debris from all surfaces
- Empty waste bins, replace bin liners

Daily Disinfection:

- Work surfaces, sinks, taps, trolley, tops of washing machines and door handles
- Use a good disinfection solution
- Wash laundry bags on a thermal disinfection programme

Cleaning Floors

Daily:

- Vacuum or sweep floor
- Mop with a mop and bucket using a good cleaning solution
- Display a caution sign near the area that you are cleaning

Weekly:

- Vacuum behind machinery
- Vacuum vents



Cleaning:

Weekly & Monthly Tasks

Weekly:

- Shelves
- Baskets
- Paint work
- Pipes
- Drains – using a good cleaning solution
- Clean the washing machines daily
- Once a week run the washing machines empty on the hottest wash temperature with no detergent

Monthly:

- Any cupboards & drawers
- Use a long handle duster to clean in out of reach places
- Clean behind all equipment
- Clean the inside of any windows in the laundry room
- Clean the machine daily

Care Of Equipment

Report all machinery faults to the laundry manager.

Do not use any faulty equipment. If you need to call a Laundryserv engineer to repair your machine,

please contact our customer service team on:

0800 7311 399

For more information
or any help, please
get in touch with us...

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