



*Charles Sturt Campus Services Limited*

ABN 37 063 446 864

Registered Office:

Division of Finance, Building 8

Charles Sturt University

Wagga Wagga NSW 2678

# LAUNDRY WORK INSTRUCTIONS

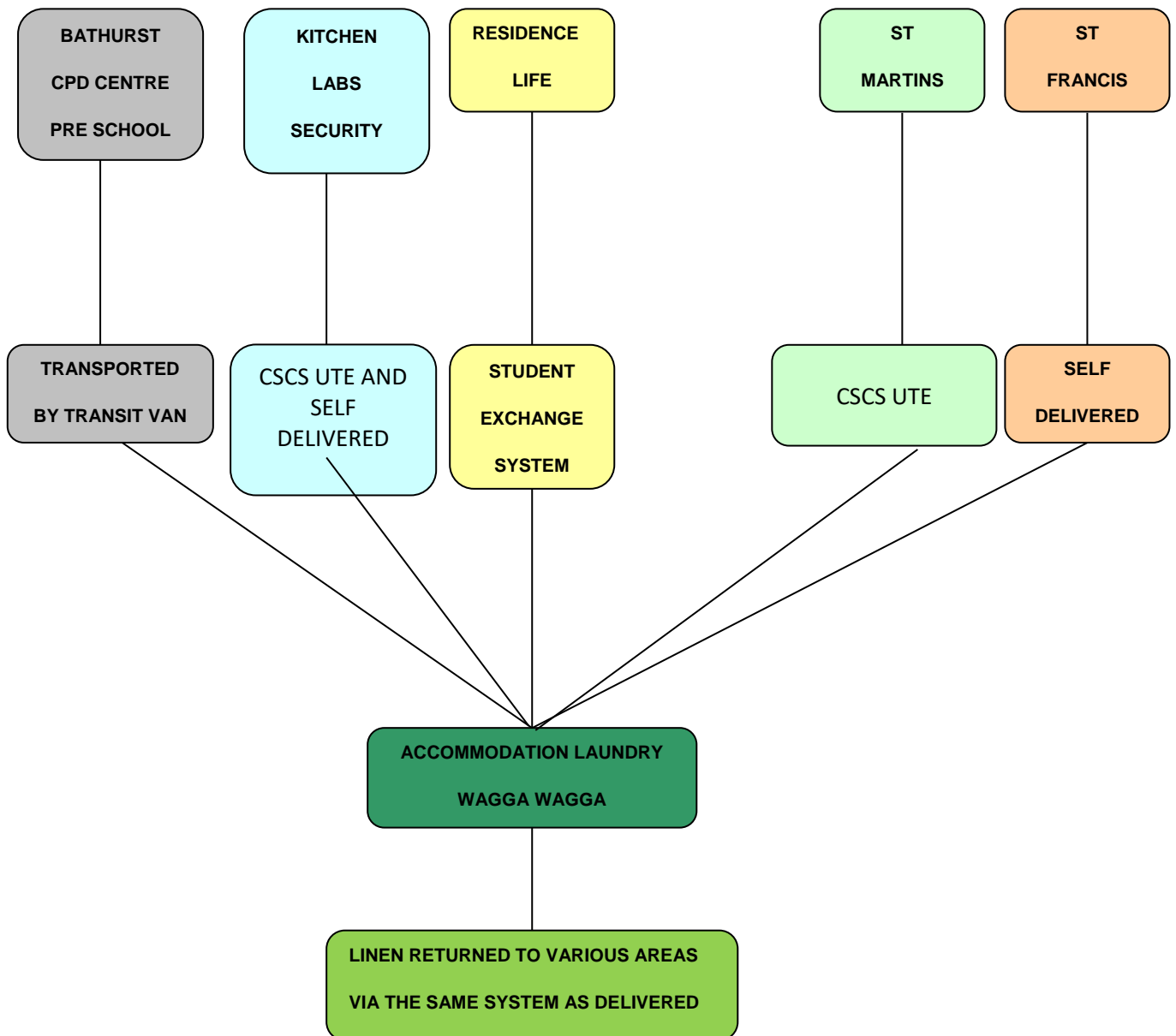
# Table of Contents

.....	1
COLLECTION & DISTRIBUTION OF LINEN FLOWCHART.....	3
OPERATING PROCEDURES FOR MACHINE USE .....	4
Industrial front end loaders (Washing machines).....	4
.....	4
Domestic top end loader (Washing machine) .....	5
Industrial front end loaders (Dryers) .....	6
Industrial Flat-Work Ironer (Electrical) .....	7
CLEANING OF THE LAUNDRY.....	8
Maintaining the Laundry Floor .....	8
Cobwebs and Dusting .....	8
Lint Boxes and Filters .....	8
Machines .....	8
Bench tops .....	8
Behind Dryers.....	8
General Rules .....	8
Safety .....	9
LAUNDRY CHEMICALS AND POWDERS .....	9
Chemical procedure .....	9
Chemical Stock Control .....	9
Safety Data Sheet.....	9

# COLLECTION & DISTRIBUTION OF LINEN FLOWCHART

Collection and distribution of linen

CSU Laundry Wagga Wagga



# OPERATING PROCEDURES FOR MACHINE USE

## Industrial front end loaders (Washing machines)

1. **20 sheets** is the maximum load for both washing machines.
2. After loading machine, close the door and pull **lever** to the left, this will ensure the door is locked in a fixed position.
3. Select appropriate **cycle** from the list fixed to the fuse box.
4. Type in the **cycle** selected. Automatic dispensing of the appropriate chemicals will begin.
5. When the load has been completed the display panel will show the word **done**.
6. Press and hold **white** button, whilst pulling **lever** to the right enabling the door to be opened.
7. Unload linen into the wet tubs for transfer to dryers.

**NOTE:** For heavily stained linen treat with Graffiti Remover, soak overnight then re- wash item.

Chemicals will automatically be dispensed to the machine via the chemical dispenser.



## Domestic top end loader (Washing machine)

1. Load machine
2. Add one scoop supplied of soap powder; (called ONE SHOT) with heavily stained linen only.
3. Turn the **temperature** control knob to the desired setting e.g. whites colours etc.
4. Press the **Green switch** situated to the right of the machine
5. Machine will then proceed through the **cycles**.
6. When washing completed unload in wet tubs for transfer to dryers.

## Industrial front end loaders (Dryers)

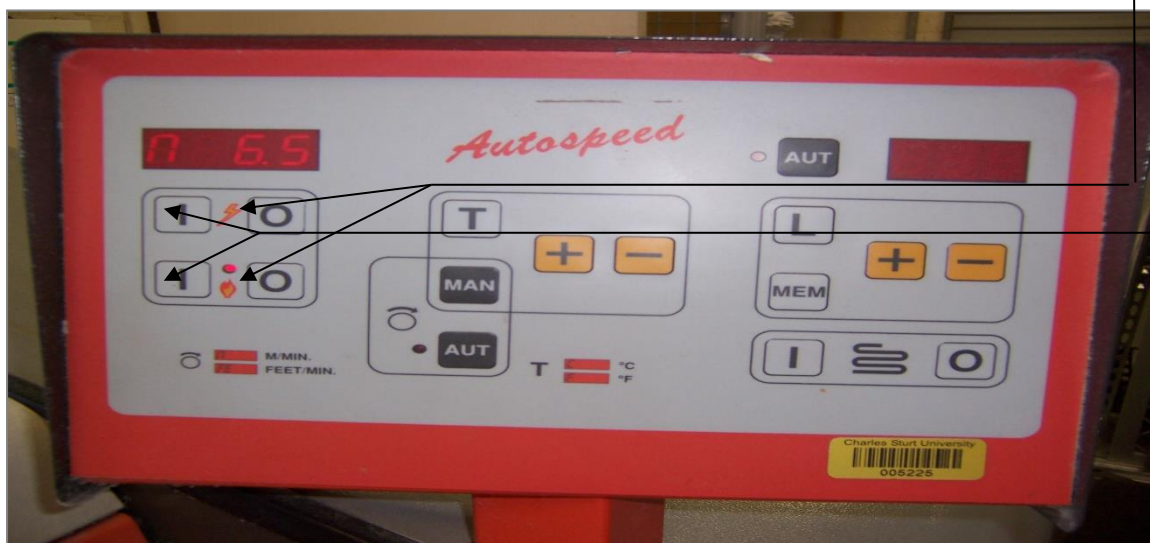
1. Clean lint compartment at the end of every day or shift.
2. Cylinder should not be over filled; the recommendation is **half full or less**.
3. Close door
4. Set temperature to the appropriate temperature plus cooling time.
5. Set drying and cooling times to the desired position e.g. sheets (**20 mins + 5 min** cooling time).
6. **Press** and hold the **start** button for **three** seconds machine should now be in use.
7. When the **cycles** are complete, open door and remove linen.



## Industrial Flat-Work Ironer (Electrical)

1. Turn power on at powerpoint.
2. Turn Ironer on by rotating the **red** button on the side of Ironer.
3. Start process by pressing the button as shown in picture below.
4. Then press the button directly under the previous button.
5. Wait until iron temperature is 150 degrees Celsius, the iron will beep; the ironer is now ready for use.
6. If a safety issue occurs while ironer is in use, push the **orange** lever down immediately the iron will shut off. This is located across the front of ironer.
7. End process by pressing the button as shown in picture below.
8. Then press the button directly above the previous button.
9. Straps have to be fully stopped before turning off the Red switch at side of machine or the straps will snap.
10. Turn machine off using the red switch on the side of the machine.
11. Turn power off at powerpoint.

NOTE: Not all campuses have the same Industrial Dryers or Washing machines and the examples shown are in Wagga Wagga.



# CLEANING OF THE LAUNDRY

## **Maintaining the Laundry Floor**

The laundry floor must be kept tidy and free of debris at all times, vacuum once a day and wet mop once a week using the desired appropriate chemical.

## **Cobwebs and Dusting**

The laundry must be dusted and cobwebbed at least once a week. Dusting may need to be carried out on a more regular basis.

## **Lint Boxes and Filters**

Lint boxes on dryers must be cleaned out every night, and in the Wagga campus every morning. Cleaning options are vacuum cleaner or broom.

## **Machines**

All machinery must be wiped over once a week using the appropriate chemical.

## **Bench tops**

Bench tops are to be kept dust free, and wiped over when necessary.

## **Behind Dryers**

Over a period of time a build-up lint will occur behind the dryers, it is important that this is monitored and cleaned when necessary using either a vacuum cleaner or broom.

## **General Rules**

1. Laundry must be locked after use.
2. During commencement of employment, employees must familiarise themselves with the safe use of equipment.
3. Supervisor is to be notified when laundry is unattended.
4. At the Wagga campus the maximum number of CSCS staff required in the laundry at any one time is 3 people.
5. Iron should be turned off when not required and only turned on 30 min prior to use.
6. Laundry employees must monitor chemical levels and contact their Supervisor when chemical drums need exchanging, do not under any circumstance attempt to exchange the chemical drums unassisted.
7. Use chemicals as directed by the manufacturer, and dilute as recommended. This is done automatically.



## Safety

- All laundry staff must be inducted by reading the Laundry Working Instructions and completing the Laundry Working Instructions Questionnaire.
- It is company practice for all employees working in the laundry to wash their hands on a regular basis, utilise the appropriate wash stations provided.
- It is essential that laundry employees wear the appropriate PPE equipment (eg. safety glasses, disposable gloves) when handling dirty linen, chemicals and washing powders.

## **LAUNDRY CHEMICALS AND POWDERS**

### Chemical procedure

All laundry staff will acquaint themselves with the information provided in this manual including attachments regarding chemical products.

### Chemical Stock Control

If you need to change chemical drums laundry staff must contact their Supervisor, do not under any circumstance try to change the drums of chemical alone.

Every staff member will wear the appropriate PPE equipment including safety glasses, disposable gloves while handling chemical and powder substances to protect themselves under the Workplace Health and Safety regulations. Use chemicals as directed by the manufacturer, and dilution as recommended.

### Safety Data Sheet

A SDS is provided to give essential information on chemical properties and first aid. Your SDS will provide you with vital details such as identification, health hazard information, precautions for use and safe handling information.

The SDS is your reference point for chemicals used by the company.

## 1. SIGN OFF

I agree to follow the operating procedures and instructions outlined above to the best of my ability. I acknowledge that I have read and understand the Laundry Working Instructions in order to fulfil my duties in the Laundry services area.

Name of

Employee:

Date:

Signed:

Position: