

	RESOURCE LIBRARY - LAUNDRY Task: Washing House Linen	CODE: 03.06.022 EDITI ON: 1 PAGE 1 of 1
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OBJECTIVE: Washing house linen consisting of uniform, F&B linen, pillow cases, rooms linen & towels.

PROCEDURE:

What	How	Why
1. Separate linen according to color, material	Separating linen is the most important factor in the washing process, separating linen to degree of dirt they possess, light, medium heavy, & according to material and color.	To prevent damage to the linen and ensure efficiency in operating.
2. Load the washer to its capacity then choose the Program of the washer &pump.	Today's washers are sophisticated they run on formulas which are proven for all kind of linen and items the hotel use.	To get best results out of the washer.
3. When washing check that the program is running normally also check the pumps.	Keep your eye on the processor to see what line the washer in and look at the pump for correct dosage.	To get the best of the washer.
4. When the program has finished, unload the washer.	When the washer finishes it gives an alarm, open the door, unload the linen.	To put on the next load, & save time.
5. Send the load to the dryer, flat ironer...etc	Unload into the trolley then push the trolley to the Dryer man or flat ironers.	To help in processing the linen faster and save time & energy.
6. Maintenance	Check daily the fan vents and clean it as required. Check the condition of the washer after each shift and report any maintenance.	For cleanliness, safety and to ensure the life of the machines.