

	RESOURCE LIBRARY - LAUNDRY Task: Start of Day's Operation	CODE: 03.06.031 EDITI ON: 1 PAGE 1 of 1
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OBJECTIVE: To make sure all machines operate & in good working order.

PROCEDURE: Put all electric switches on see that machines are on, no smell or sound then check steam, air then start.

What	How	Why
1. Switch on all electric starters on.	Put all electric switches on.	To see if there is an electric problem or not.
2. See if there is any electric smell or sound.	Smell if there is any strange smell or electric short sound & inform maintenance if there is.	For safety purposes.
3. Check availability of stem & air.	Check availability of steam & air by trying the steam / air gun at the spotting board.	To inform maintenance if there isn't.
4. If all things are ok then proceed.	Load machines with linen then start the operation.	All checks have been done no need to waste more time.
5. Clean drainage at all washers.	Look at each drain if there is obstacles remove them and clean lint collector.	When washer drain it is very difficult to clean the drain.
6. Clean all lint in the dryers.	Open service doors & clean lint collector from lint.	Dryers will not dry things if they are blocked.
7. Clean dry clean filter & button trap.	Open the covers clean lint collector & trap from lint & other dirt.	Machine will not operate well if they are blocked.
8. Clean working area.	Prepare the working area for work coming out of The washers / dryers / dry clean.	Items need a clean area to remain clean till they get processed.
9. Check all machines for good operation.	Pass by all machines see all normal ...i.e. no strange sounds smell ...etc.	To see all is ok.
10. Final Check.	Pass by all machines go to the back of machines to see all is ok.	To see machines are ok.
11. Report Maintenance	Report any problems, abnormal sounds or any other faults to the laundry manager immediately.	To avoid problems.