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PROCEDURES

1. Safety

a) Scalding Water

1. Temperature of the supply water for a laundry operation may run a 80 degrees Celsius. Do not try to get hot water from the washer.
2. When running hot water into a utility tub, be careful not to place hands directly under the flow.
3. Any hot water or steam leaks should be reported promptly to engineering department.

b) Burns

1. Hot water pipes, and especially steam pipes, may be dangerously hot to the touch. Learn which pipes are hot and avoid contact with them.
2. A heated dryer not operating on a cool-down cycle is another place where contact with hot metal should be avoided when unloading the dryer.


c) Electrical Shock

1. All automatic laundry equipment is powered by electricity and is, therefore, a possible source of electrical shock.
2. Be sure hands are dry when handling switches, changing light bulbs, or making any other contact with electrical equipment.
3. Frayed wiring, loose connections, or any other electrical defects should be promptly called to the attention of Engineering. Laundry personnel should not try to make the repairs.

d) Equipment in motion

1. Any equipment with moving parts has the potential to cause injury through carelessness or negligence.
2. The washer and dryer are designed with safety in mind, but careless interference with their normal operation can cause injury. The same is true of folding machines. Even a laundry cart, pushed carelessly, can strike other people and injure them.

e) Contact with Chemicals

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1. All supplies used in the washing machine are chemical in nature, and , therefore, contact with the skin should be avoided.
2. Some washers dispense liquid supplies direct from their shipping containers in a "closed" system in which there is minimum possibility of contact with the supplies, yet the empty jugs should be disposed of immediately, and handling should be done with care.
3. Special powder products, since these are scooped up from the drums, carried to the hoppers or cups on the machine, are filled by hand. If the cups are at eye level, fill the cups slowly to avoid spillage and dusting. If powder comes in contact with the eye, flush immediately with plain cold or tepid water.
4. Follow the procedure for contacting a physician. The rule is: handle and use supplies as instructed. Do not mix any chemicals or cleaning supplies without consulting with the chemical representative.


f) Slipping and Falling

1. Wet floors are slippery. Do not allow water to stand on floors.
2. Spillage of detergent will make a rough concrete floor slippery. Where powder spillage occurs on a dry floor, sweep up at once.
3. On a wet floor, or where liquid product spillage occurs, rinse thoroughly and mop dry.
4. Do not work in the laundry area with platform shoes or high heels; wear comfortable work shoes.

g) Fire Prevention

7. No smoking in the laundry or linen storage area.
8. All laundry personnel should be familiar with the operation of the fire extinguisher.
9. A minimum of two fire extinguishers should be in the laundry room – one located at the entrance of the room and another half-way inside the room. Use ABC rated extinguishers.
10. The "Fire Emergency Instructions" and relevant phone numbers should be posted on the wall. In the event of fire, immediately call the operator and/or turn on the fire alarm.
11. At least one laundry employee should be on duty whenever any equipment is operating.

2. Preventive Maintenance

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- a) Whenever equipment begins to make an unusual noise or does not operate properly, first stop the machine, then call Engineering department. It's better to be safe than sorry.
- b) Engineering department should schedule regular preventive maintenance operations, such as lubrication as required, checking for leaks or malfunction. We highly recommend a yearly maintenance check from the supplier for the big and expensive laundry equipment.
- c) A Preventive Maintenance chart should be in a conspicuous place in the laundry, and it is the responsibility of the Housekeeper or Laundry Manager to see to it that the instructions given on these charts are followed by the Engineering department or other responsible personnel.

Report any sharp edges or points that could damage linen.