

| Doc No: TTP.RES.LIN.007 | Prepared By: |
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| Version: 01 | Approved by: |

Revision Date: 17th, Jul 2025

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TEN TEXPROS LAUNDRY SERVICES CHECKLIST FOR ORIENTING NEW LAUNDRY STAFF

Introduction

A job orientation is a process for giving new employees important information about the facility, equipment, benefits, work ethics, dress code and all the necessary information needed for the employee's onboarding experience on his/her new job. It is also intended to introduce new hires to their co-workers so as to set them up for success and integrates them into the facility culture.

Purpose

This document shall always guide linen management supervisor of Ten Texpros when orienting new staff.

Scope

Linen management supervisor shall use this orientation form when orienting new laundry staff and housekeepers.

Responsibility

It shall be the responsibility of the supervisor to introduce new staff to the general laundry working environment and, as well, equip them with basics on linen management good practices.

It shall be the responsibility of new staff to actively participate in the orientation program and adhere to good linen management standards.

The human resource office shall always provide necessary support during the orientation program.

New laundry staff orientation checklist

| TASK | PERSON RESPONSIBLE | REMARK |
|--|-----------------------|--------|
| Introduce new staff to old laundry staff | | |
| Laundry tour: Dirty and clean sections | | |
| PPE use and hand hygiene | | |

| Machinery and equipment operations and maintenance Tour of facility/units Introduce new team to ward/unit managers, In-charges and staff Identification of linen per type/article and ward/unit Bags for dirty and clean linen Linen inspection on wards/units to identify sluiced and non-sluiced one Linen process flow Counting and recording dirty linen Bagging, loading and transportation of dirty linen to laundry Offloading dirty linen Sorting and classification of linen Weighing and loading of dirty linen into machines Loading detergents Processing linen Drying washed linen Removing dried but damp linen from drying wires and/or dryer Transporting dry linen to clean section Sorting and classification of washed linen Ironing and folding clean linen Counting and recording clean linen Sub storing clean linen and loading onto trolleys Delivery of clean linen to wards/units Management of damaged/torn linen Management of linen with persistent stains Striping off linen from patient beds (housekeepers) Linen stock taking and auditing (Housekeepers) Machine and equipment disinfection | Lawada CODa and manual | |
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| Laundry cleaning and monning | Machine and equipment disinfection | |
| Lauriury creating and mopping | Laundry cleaning and mopping | |

| Waste segregation management | |
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| Daily maintenance of laundry | |
| machines | |
| Incident identification, recording and | |
| reporting. | |

Conclusion

New staff orientation accelerates learning, relationship building, increase engagement and performance, while reducing turnover.

Reference

- Linen management manual (2025-2029)
- All linen management guidelines and SOPs

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