

 <p>TEN TEXPROS CO. LIMITED Africa's Premier Provider of Linen Solutions</p>	Doc No: TTP.RES.LIN.007	Prepared By: Ssemuyiga Denis
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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		

Laundry SOPs and manual		
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		
Sub storing clean linen		
Counting and recording clean linen		
Bagging 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		
Laundry cleaning and mopping		

Waste segregation management		
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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