

 <p><b>TEN TEXPROS CO. LIMITED</b> Africa's Premier Provider of Linen Solutions</p>	Doc No: TTP.R.L.012	Prepared By:  Ssemuyiga Denis
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## TEN TEXPROS LAUNDRY SERVICES

### GUIDELINES ON MANTAINING LAUNDRY MACHINES

#### Introduction

Routine maintenance of laundry machines enhances their efficiency and safety. It prevents costly repairs, make machines last longer, reduce energy consumption, minimize risk of water damage or fire hazards. Proactive maintenance of machines is less costly than reactive repairs.

#### Purpose

This document serves to guide laundry staff of Ten Texpros on the appropriate measures to deploy when maintaining laundry machines.

#### Scope

The document shall guide laundry staff, housekeepers, ward staff, biomedical/equipment team and service providers on the routine maintenance of laundry machines.

#### Responsibility

It shall be the responsibility of linen management officer to train and guide laundry staff and housekeepers on the routine maintenance of laundry machines.

It shall be the responsibility of laundry staff, housekeepers, ward staff, biomedical team and service provider to adhere to the routine maintenance of laundry machines.

Top management is responsible with facilitating the routine maintenance of laundry machines.

#### Guidelines/Procedure

**Replace the water hoses.** Check hoses regularly for bulging, cracking, fraying, and leaks around the ends. Replace the hose if a problem is found or every after three to five years as part of a proactive maintenance program.

**Move the machine.** Check that there is at least four inches between your washing machine and the wall to prevent hoses from kinking.

**Keep the machine level.** A washing machine that is off kilter can vibrate, rock or walk across the floor during the spin cycle, which can damage the floor or the machine. Balance the washer by turning the legs clockwise to lower it, and anticlockwise to raise it.

**Clean the lint filter.** Depending on the machine, the lint collector may be located in the agitator tube, which is the center column of most machines, or near the top of the washtub. Keep it clean to help your washer run efficiently.

**Wash the washing machine.** Rinse away soap residue and buildup by running store-bought washing machine cleaner, or a solution of hot water, vinegar and baking soda through an empty load.

**Prevent musty odours and mildew.** Leave the washer lid or door open between loads to dry out the unit and keep it smelling fresh. On front-loading washers, wipe down the rubber seal around the door after doing your laundry.

**Measure your detergent.** Read the appliance instruction manual to make sure you use the correct type and amount of detergent for your machine. Too much soap can leave residue on your clothes and cause excess wear and tear on your washer. High-efficiency washers require a special, low sudsing detergent. High quality detergents should be labelled with "HE".

**Don't overload the machine.** Weigh and load laundry machines with weight appropriate for it. Also use appropriate amount of water for the size of the load. Wash heavy or bulky items in small loads since these are harder on the appliance.

## **Conclusion**

Caring for machines help them last longer, saves unnecessary costs on premature replacement of machines, and ensures efficient processing of linen.

## **Reference**

[www.statefarm.com, 10 washing machine maintenance tips](http://www.statefarm.com, 10 washing machine maintenance tips)

[www.whirlpool.com](http://www.whirlpool.com)

[www.thisoldhouse.com](http://www.thisoldhouse.com)

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