

 <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 PREVENTIVE MAINTENANCE FOR LAUNDRY MACHINES

#### Introduction

Adhering to the maintenance scheme help to maintain correct and proper functioning laundry machines and to prevent interruption of service. It also helps machines to last longer. The maintenance interval should be adapted to in accordance to how frequently the machine is used.

#### Purpose

This document serves to guide on the appropriate preventive maintenance measures of laundry washing machines.

#### Scope

The document shall guide laundry staff, ward staff, housekeepers and biomedical team on the right preventive measures to be deployed daily or quarterly to ensure correct and proper maintenance of machine functionality.

#### Responsibility

It shall be the responsibility of the supervisor to train and guide the team on the correct and proper maintenance of laundry machines.

Laundry staff, housekeepers, ward staff, biomedical/equipment unit and service provider have the responsibility of sticking to the preventive maintenance schedule.

Management shall source qualifying service provider for effective laundry machine preventive maintenance.

#### Procedure

##### Daily maintenance

- Check the door and door lock:
  - Let the door remain open and try starting the machine. The machine should not start.

- Close the door, start the machine and try opening the door. It should not be possible to open until the drum has stopped turning.
- Check that the door does not leak.
- Clean the door seal, removing any detergent and fluff.
- Check that the drain valve does not leak during the wash cycle.
- Clean out any detergent remaining in the detergent compartment. Rapid advance through a program and let the water rinse the compartment.

### **Quarterly maintenance (every after three months)**

#### ***Should only be carried out by authorized personnel***

- Check that the door does not leak.
- Check the drain valve and remove any fluff.
- Inspect the interior of the machine (during an actual wash cycle to ensure that no leaks are noticed) by:
  - Turning off the main power switch of the machine.
  - Removing the top cover and the protective front and rear plates.
  - Verify that all internal hoses do not leak.
  - Inspect the drive belt. Adjust the tension or replace if necessary.
  - Check that water does not leak onto the floor.
  - If the heating time is unusually long, check the heating elements. If the water is very hard, check whether there are lime deposits on the heating elements. Decalcify the elements if necessary. Adapt the amount of deliming agent to the manufacturer's guidelines.
  - Never switch on the heating elements when there is no water in the machine. This will cause the slow-blow fuse to trigger.
  - Inspect the shock absorbers and coil springs. (Only EX-and H-model).

### **Conclusion**

Adhering to the schedule, correct and proper maintenance of laundry machines prevent break downs and interruption of linen processing. This maintains healthy of the machine, ensures its longevity and saves costs on premature replacement of damaged machines.

### **Reference**

- *Electrolux service manual, pages 119-120.*

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