

 <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

### WEIGHING CAPACITY AS PER MACHINE

#### Introduction

An overloaded washing machine can lead to having linen not washed thoroughly, result into frequent breakage and repair of machines, cause linen damage and premature replacement of machines and linen. On the other hand, under loading of machines leads to inefficient use of water, chemicals and electricity since machines consumes almost the same amount in each case whether full or not. Right loading of washing machines ensures effective and efficient washing of linen and avoids linen and machine damage. It saves costs on machine repairs, supplies, utilities, premature replacement of linen and machines. It also assures longevity of machines and linen.

#### Purpose

This document shall guide on the optimal loading of each laundry machine whenever processing linen.

#### Scope

The document shall guide laundry staff and housekeepers of Ten Texpros on the optimal loading of each laundry machine when processing linen.

#### Responsibility

It shall be the responsibility of the supervisor to train and guide staff on the right implementation of the document.

Laundry staff and housekeepers have the responsibility to adhere to this guideline.

#### Machine capacity

Machine	Model Number	Capacity	Mark (✓) machine in use
Electrolux	W4180N	20Kgs	
Electrolux	W4130N	14Kgs	
Electrolux	W4250N	28Kgs	

	WFP23E	23Kgs	
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## Procedure

### Principles of good practices when loading washing machines

- Put on right PPE before weighing linen.
- Avoid washing linen with foreign objects like sharps, pens, scissor, name tags, phones, pens as these will damage the machine. Search well all linen and sort out all foreign objects before washing.
- Follow the proper loading order. Check the correct loading instructions on the washing machine's lid. If unavailable, the most common loading order is detergent, linen and then water. Using correct order prevents excessive suds and minimizes the risk of linen damage that can happen when the full strength of detergent sits on it. It is mostly recommended to use a detergent dispenser as it releases detergent at the appropriate point in the washing cycle.
- Do not overload the machine as tightly packed linen ends up wrinkled and only partially clean. Distribute linen evenly and loosely inside the machine. Fill cotton up to  $\frac{3}{4}$ , synthetics/delicate linen  $\frac{1}{2}$  full, and quick wash  $\frac{1}{3}$  full. A too heavy load can damage fabrics as they rub against the agitator. Consistent overloading can bend the washer's frame or damage the motor which will eventually require repair or replacement.
- Add detergent precisely and correctly. Add detergent before loading dirty linen, unless the instructions for the washing machine direct otherwise, and it should be appropriate for the type of linen to be washed. Keep the amount of detergent below the fill line printed on the cup, and not less than recommended. Excess detergent creates extra suds during the wash cycle, carrying soils, odors, and bacteria higher up inside the tub. This leaves a residue that can affect the next linen load by fading colors, attracting more dirt, growth of bacteria and making linen look shabby/dirty.
- Load machine with like items until the recommended fill level (as per linen type).
- Choose the proper cycle as based on the type of linen loaded into the machine.
- Keep the door open between loads to avoid mildew, bacteria and odor build up that can affect the next load negatively. It also enables the machine dry correctly.
- Maintain cleanliness of the machine. Clean out the machine as often as possible. Wipe down the machine with watered down bleach, or run a wash with vinegar and baking soda every month. This removes extra residue and prevents buildup of mildew.

## Conclusion

Optimal loading of laundry machines assures effective processing of linen, efficiency, longevity of machines and linen and save costs on linen management.

## Reference

- *Electrolux service manual, page 54.*

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