



Laundry Procedures

Correct procedures when handling & washing soiled linen

Each stage of the linen flow should be assessed to ensure optimal washing practices, improved efficiency, wash effectiveness and control over time and costs.

1 Collect Soiled Linen



- Soiled linen is gathered from all rooms and transferred to the soiled area of the laundry.
- Collect and store linen in designated containers/bags.

2 Sort Soiled Linen



- Soiled linens should be sorted by:
- Fabric Type
 - Soil Content
 - Colour
 - Finishing Process

3 Pre-treat Soiled Linen



If Required:

Pre-soaking and pre-spotting are effective for removing stubborn or heavily set stains. Follow laundry symbols and pre-test linen before full application.

4 Washing Soiled Linen



- Sort and wash linens based on their type.
- Utilise the appropriate washing techniques.
- Load machines correctly, ensuring they are neither overloaded nor underloaded.
- Select the correct wash program.
- Ensure the chemical containers are full and chemical lines are purged.
- Ensure the chemical dosing unit is working.

5 Drying Clean Linen



- Know the fabric drying time
- Dry linens according to their type.
- Avoid overloading the dryer.
- Promptly remove linens from the dryer to prevent wrinkling.
- Ensure the dryer is maintained and lint is removed from filters.

6 Folding Clean Linen



- Fold linens immediately after drying to minimise wrinkles.
- Allow clean linens to rest before use.
- Check for stains, whiteness and softness.

7 Linen Storage



- Store clean linens in a designated clean room, or on covered carts or shelves.
- Maintain the appropriate par levels
- Use FIFO system.
- Do not store on floor.

8 Linen Transportation



- Transport linens using clean, covered carts or shelves.
- Conduct final quality check.

Laundry Symbols

