



# PHARMA DEVILS

PERSONNEL AND ADMINISTRATION DEPARTMENT

## STANDARD OPERATING PROCEDURE

<b>Department:</b> Personnel and Administration	<b>SOP No.:</b>
<b>Title:</b> Garment Washing & Drying Machine	<b>Effective Date:</b>
<b>Supersedes:</b> Nil	<b>Review Date:</b>
<b>Issue Date:</b>	<b>Page No.:</b>

### 1.0 OBJECTIVE

To lay down the procedure for the operation of garment washing & Drying machine.

### 2.0 SCOPE

This SOP is applicable to washing machine & Drying Machine used in .....

### 3.0 RESPONSIBILITY

Washing & Dryer Machine Operator

Cleaning/Housekeeping boy

Officer- PAD

Head of PAD Department

### 4.0 PROCEDURE

#### 4.1 Washing Machine :

- 4.1.1 Clean the area surrounding of washing machine.
- 4.1.2 Open the door of the washing machine.
- 4.1.3 Put the clothes in the washing machine.
- 4.1.4 Put 200 gm Surf Excel detergent into the detergent box.
- 4.1.5 Close the door of the washing machine and ensure that door has been closed properly.
- 4.1.6 Switch ON the power supply.
- 4.1.7 Open the valve of steam.
- 4.1.8 Open the valve of air.
- 4.1.9 Open the valve of cold water.
- 4.1.10 Set the 00 programme by keypad, and push the enter button.
- 4.1.11 Press the green button to start the washing machine.
- 4.1.12 First step of wash started.
- 4.1.13 Check the cold-water indication in display.
- 4.1.14 Ensure that 75% water filled in machine then steam solenoid valve will automatically on.



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<b>Issue Date:</b>	<b>Page No.:</b>

- 4.1.15 After filling of water and temperature reaches upto it's set point (45°C), both the indications of valves will shut off.
- 4.1.16 Then drum will start rotating.
- 4.1.17 Now display will shows temperature and set time.
- 4.1.18 Drum of machine will rotate reverse and forward.
- 4.1.19 After completion of first step of wash (20 minutes), drum will stop rotating.
- 4.1.20 Then water drain valve will on for three minutes.
- 4.1.21 Then second step of wash will start automatically as above for set time (10 minutes).
- 4.1.22 After completion of second step of wash then water drain valve will be on for three minutes.
- 4.1.23 Then third step of wash will start automatically for set time (10 minutes).
- 4.1.24 After completion of third step of wash, Low extract & water drain will start automatically (in a given time) high extract will start automatically. (At spin speed of 5 minutes)
- 4.1.25 Drum will rotate one side (clockwise)
- 4.1.26 After spin speed machine will stop and beep tone will be heard, and EOP (end of programme) will display on the screen.
- 4.1.27 Open the door and extract the washed linen from machine in a plastic tub.
- 4.1.28 Close the door of machine.
- 4.1.29 Close the valve of steam.
- 4.1.30 Close the valve of air.
- 4.1.31 Close the valve of cold water.
- 4.1.32 Switch OFF the power supply.

Note: Per batch load for Primary dresses- 25 Caps, shirts and pants each.

Per batch load for Secondary dresses- 45 Boiler suits and Hoods each and 90 booties.

### 4.2 Dryer:

- 4.2.1 Clean the area surrounding of Dryer.
- 4.2.2 Open the door of the Dryer.
- 4.2.3 Put the clothes in the Dryer.



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<b>Issue Date:</b>	<b>Page No.:</b>

- 4.2.4 Close the door of the Dryer and ensure that door has been closed properly.
- 4.2.5 Switch ON the power supply.
- 4.2.6 Open the valve of steam.
- 4.2.7 Open the valve of air.
- 4.2.8 Select the program (according the types of clothes).
- 4.2.9 Press the green button to start the Dryer.
- 4.2.10 Drum of dryer will start rotating. (In a given time)
- 4.2.11 Ensure that heat indication is ON at display, it will remain on upto the set point (65 °C) of temperature.(when the heater output is on the HEAT display comes ON )
- 4.2.12 Display will show H for heating.
- 4.2.13 Drum of dryer will rotate continuously till the set time (30 minute).
- 4.2.14 After completion of time period of drying, Ensure that heat indication will not glow.
- 4.2.15 Then Cooling time will start till the set time (5 minute).
- 4.2.16 Display will show C for cooling.
- 4.2.17 After completion of time period of cooling, Drum of dryer will stop rotating after end of cool time and beep tone will come out and En will be displayed.
- 4.2.18 Then open the door of dryer and extract the linen.
- 4.2.19 Close the door of Dryer.
- 4.2.20 Close the valve of steam.
- 4.2.21 Close the valve of air.
- 4.2.22 Switch OFF the power supply.
- 4.2.23 The machine drier would be cleaned with a dry mop.
- 4.2.24 Fill the daily log sheet as per Annexure-I.

Note: - Per batch load for Primary dresses- 25 Caps, shirts and pants each.

Per batch load for Secondary dresses- 45 Boiler suits and Hoods each and 90 Booties.

### 4.3 Cleaning of Area:

- 4.3.1 Remove and collect the entire unwanted material from floor and put it into the dustbin.



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- 4.3.2 Wash floor with water to remove detergent.
- 4.3.3 Clean the windows of the room with dry cloth.
- 4.3.4 All the Lights, Exhaust and other utilities shall be cleaned with a dry and clean cloth.
- 4.3.5 Sanitize floor by mopping with disinfectant solution. Wash mop and buckets with several lots of water until cleaned:  
Squeeze the mop dry, loose and inward in a mop order to dry or dip the mop in a disinfectant solution through a mop holder in a bucket.  
Allow the bucket to dry upside down on the floor.  
Flush water into drains to clear the drain of used solution.
- 4.3.6 The cleaning and disinfectant agents approved for the Floor cleaning, General cleaning as per given below.
  - a) 2% v/v Soap solution as cleaning agent for floorings.
  - b) 2.5% v/v Savlon as disinfectant
  - c) 2.5% v/v Dettol as disinfectant
- 4.3.7 Record the cleaning activity in Annexure-II.

**5.0 ANNEXURE (S)**

Annexure –I : Daily log sheet of Garment washing & drying machine.

Annexure- II : Garment Washing & Drying Machine Room Cleaning Record.

**6.0 REFERENCE (S)**

SOP No.: Preparation, approval, distribution control, revision and destruction of Standard Operating Procedure (SOP).

**7.0 ABBREVIATION (S)/DEFINITION (S):**

EOP : End of Programme

H : Heat

C : Cooling



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Appx : Approximately

EN : End

## REVISION CARD

S.No.	REVISION No.	REVISION DATE	DETAILS OF REVISION	REASON (S) FOR REVISION	REFERENCE CHANGE CONTROL No.
1	00	--	--	New SOP	--





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### ANNEXURE II GARMENT WASHING & DRYING MACHINE ROOM CLEANING RECORD

Month/Year: \_\_\_\_\_

Date	Time	Cleaning					Done by	Checked by	Remarks
		Waste bin	Drain	Window/ door	Floor	Fan/Tubes			

**Note:** Put tick mark (✓) if performed and put dash (-) if not performed.

Name of the Disinfectant and concentration used during Current Week \_\_\_\_\_