

The following guidance is provided for the purpose of ensuring that equipment which has been taken out of service, isolated from all services and which is no longer in normal use, is maintained in good order.

Before you close, you should consider the following;

- wash up all soiled stock
- run a hot wash as your last cycle on all washing machines
- review security procedures - who has keys?
- how will you continue to receive deliveries and post
- customer communication
- notify insurance company
- set up rota to inspect premises at least every other day



When closing the laundry, there are key procedures which should be addressed before leaving the building and then managing the site during the closure period;

- consider the external temperature - any risk of frozen pipes etc
- meter readings
- isolation of all services to equipment, but maintain to other essential systems, e.g. sprinkler system, telephones, alarm systems, etc
- maybe worth considering to photograph all equipment on the asset register
- consider disposal / sale of consumable stock
- audit and photograph all stock on site
- fire risk assessment and 'closing the door' check list
- security arrangements - do you need to appoint a company
- plan future site visits to check the site and undertake required maintenance (see below)
- start to work on the 'Re-Start Plan' including commissioning, risk assessments, staff training, etc

LAUNDRY CLOSURE - PLANT EQUIPMENT PRESERVATION

		Closure Period <4 weeks	Closure Period >4 weeks
Boilers			
1: -	Fill boiler and note. Add extra water treatment	Y	N
2: -	Drain boiler	N	Y
3: -	Pressure wash boiler tubes	N	Y
4: -	Remove mud hole doors	N	Y
5: -	Clean debris	N	Y
6: -	Open access doors	N	Y
7: -	Brush boiler tubes	N	Y
8: -	Open crown valve	N	Y
9: -	Drain float chambers (If fitted)	N	Y
10: -	Drain water pumps	N	Y
11: -	Disconnect or isolate services	N	Y
12: -	Clean control panel	Y	Y
13: -	Cover control panel	Y	Y
14: -	Blow out debris, lint from motors	Y	Y
15: -	Grease all bearings. Fan, burner pumps etc (Self lub bearings N/A)	Y	Y
	Clean burner (Rotary cup if fitted)	Y	Y
Note: -	Electricity supply to be left connected	Assess need	Assess need

Blow Down Vessels			
1: -	Drain vessel	Drain vessel	Drain vessel
2: -	Clean internally	N	Y
3: -	Clean & cover vessel	N	Y
4: -	Disconnect services	N	N

Compressors			
1: -	Check oil level	Y	Y
2: -	Clean control panel	Y	Y
3: -	Blow out debris, lint from motors	Y	Y
4: -	Grease all bearings (Self lub bearings N/A)	Y	Y
5: -	Cover compressor	Y	Y
Note: -	Electricity supply to be left connected	Y	Y

Air Dryers			
1: -	Clean & cover dryer	Y	Y
2: -	Blow out debris, lint from motors	Y	Y
3: -	Grease all bearings (Self lub bearings N/A)	Y	Y
Note: -	Electricity supply to be left connected	Y	Y

Air Receivers			
1: -	Drain receiver	Y	Y
2: -	Clean internally	Y	Y
3: -	Clean & cover vessel	Y	Y
4: -	Disconnect services	N	Y

Softeners			
1: -	Clean & cover softener	Y	Y
2: -	Maintain water tightness of vessel	Y	Y
3: -	Ensure Brine Ready Tank is left empty	Y	Y
4: -	Disconnect services	N	Y

Dry Clean			
1: -	Drain machine of solvent (Permac)	Y	Y
2: -	Drain water from machine	Y	Y
3: -	Remove sludge (Permac)	Y	Y
4: -	De-Gas recovery (Permac)	Y	Y
5: -	Blow out debris, lint from motors	Y	Y
6: -	Clean control panel	Y	Y
7: -	Cover control panel	Y	Y
8: -	Grease all bearings (Self lub bearings N/A)	Y	Y
9: -	Lubricate all pivot points	Y	Y
10: -	Disconnect services	Y	Y
Note: -	Electricity supply to be left connected	Y	Y

Cooling Tower			
1: -	Drain pond. Seek advice on water treatment	Y	Y
2: -	Lubricate fan bearing	Y	Y
3: -	Disconnect services	Y	Y
Note: -	Electricity supply to be left connected	Y	Y

Solvent Recovery			
1: -	Clean control panel	Y	Y
2: -	Cover control panel	Y	Y
3: -	Blow out debris, lint from motors	Y	Y
4: -	De-Gas recovery (Permac)	Y	Y
5: -	Grease all bearings (Self lub bearings N/A)	Y	Y
6: -	Disconnect services	Y	Y
Note: -	Electricity supply to be left connected	Y	Y

Wash Extractors			
1: -	Empty machine	Y	Y
2: -	Clean control panel	Y	Y
3: -	Cover control panel	Y	Y
4: -	Blow out debris, lint from motors	Y	Y
5: -	Lubricate all pivot points	Y	Y
6: -	Grease all bearings (Self lub bearings N/A)	Y	Y
7: -	Lubricate all pivot points	Y	Y
8: -	Release mechanical brakes	Y	Y
9: -	Disconnect services	Y	Y
Note: -	Electricity supply to be left connected	Y	Y
Note: -	Door to be left open	Y	Y

Tumbler Dryers			
1: -	(Stand alone, Kamsin etc) Empty machine	Y	Y

2:-	Clean control panel	Y	Y
3:-	Cover control panel	Y	Y
4:-	Blow out debris, lint from motors	Y	Y
5:-	Grease all bearings (Self lub bearings N/A)	Y	Y
6:-	Check gearbox oil level	Y	Y
7:-	Clean filters	Y	Y
8:-	Disconnect ducting	N	Y
9:-	Clean airways	N	Y
10:-	Disconnect services	N	Y
11:-	Check hydraulic pump (If fitted)	N	Y
12:-	Lubricate turning points	N	Y
13:-	Cover machine	N	Y
14:-	Check lifting device (If fitted)	N	Y
	GAS FIRED TUMBLERS		
15:-	Service burner	Y	Y
16:-	Check safety stats	Y	Y
17:-	Blow out debris, lint from motors	Y	Y
Note:-	Electricity supply to be left connected	Y	Y

Batch Washers CTW			
1:-	Empty machine	Y	Y
2:-	Drain machine	Y	Y
3:-	Drain tanks	Y	Y
4:-	Blow out debris, lint from motors	Y	Y
5:-	Grease all bearings (Self lub bearings N/A)	Y	Y
6:-	Clean control panel	Y	Y
7:-	Cover control panel	Y	Y
8:-	Cover screens, keyboards	Y	Y
9:-	Lubricate chains (If fitted)	Y	Y
10:-	PLC Control (Replace battery?)	Y	Y
11:-	Disconnect services	N	Y
Note:-	Electricity supply to be left connected		

Two Shot Press			
1:-	Empty machine	Y	Y
2:-	Drain water tanks	Y	Y
3:-	Blow out debris, lint from motors	Y	Y
4:-	Lubricate chains (If fitted)	Y	Y
5:-	Lubricate columns	Y	Y
6:-	Clean control panel	Y	Y
7:-	Cover control panel	Y	Y
8:-	Disconnect services	N	Y
Note:-	Electricity supply to be left connected	Y	Y
Note:-	Ensure bell is in down position	Y	Y

Single Shot Press			
1:-	Empty machine	Y	Y
2:-	Drain water tanks	Y	Y
3:-	Drain oil tank	Y	Y
4:-	Blow out debris, lint from motors	Y	Y
5:-	Lubricate chains (If fitted)	Y	Y
6:-	Clean control panel	Y	Y
7:-	Cover control panel	Y	Y
8:-	PLC Control (Replace battery?)	Y	Y
9:-	Disconnect services	N	Y
Note:-	Electricity supply to be left connected	Y	Y
Note:-	Ensure press is in down position	Y	Y

Shuttle Coneyors			
1:-	Check if empty	Y	Y
2:-	Blow out debris, lint from motors	Y	Y

3: -	Grease all bearings (Self lub bearings N/A)	Y	Y
4: -	Lubricate chains (If fitted)	Y	Y
5: -	Check gearbox oil level	Y	Y
Note: -	Electricity supply to be left connected	Y	Y
Note: -	Ensure conveyor is in down position	Y	Y

CBW Tumblers			
1: -	Empty machine	Y	Y
2: -	Clean control panel	Y	Y
3: -	Cover control panel	Y	Y
4: -	Blow out debris, lint from motors	Y	Y
5: -	Clean drive & support rollers	Y	Y
6: -	Clean filters	Y	Y
7: -	Lubricate all pivot points	Y	Y
8: -	Grease all bearings (Self lub bearings N/A)	Y	Y
9: -	Check gearbox oil level	Y	Y
10: -	Lubricate chains (If fitted)	Y	Y
11: -	Lubricate all pivot points	Y	Y
	GAS FIRED TUMBLERS		
12: -	Service burner	Y	Y
13: -	Check safety stats	Y	Y
14: -	Blow out debris, lint from motors	Y	Y
15: -	Disconnect services	N	Y
Note: -	Electricity & air supply to be left connected		

Bag Handling			
1: -	Ensure all bags are empty	Y	Y
2: -	Ensure all bags are at home position	Y	Y
3: -	Clean control panel	Y	Y
4: -	Blow out debris, lint from motors	Y	Y
5: -	Clean inverters	Y	Y
6: -	PLC Control (Replace battery?)	Y	Y
7: -	Lubricate turning points	Y	Y
8: -	Clean rails	Y	Y
9: -	Clean bag loading station	Y	Y
10: -	Clean loading conveyor	Y	Y
11: -	Lubricate lifting and lowering hoists	Y	Y
Note: -	Electricity & air supply to be left connected	Y	Y

Conveyors			
1: -	Check if empty	Y	Y
2: -	Blow out debris, lint from motors	Y	Y
3: -	Grease all bearings (Self lub bearings N/A)	Y	Y
4: -	Lubricate chains (If fitted)	Y	Y
5: -	Check gearbox oil level	Y	Y
Note: -	Electricity supply to be left connected	Y	Y

Linen Feeders			
1: -	Clean control panel	Y	Y
2: -	Cover control panel	Y	Y
3: -	Clean inverters	Y	Y
4: -	PLC Control (Replace battery?)	Y	Y
5: -	Blow out debris, lint from motors	Y	Y
6: -	Clean filters/bags	Y	Y
7: -	Clean & cover machine	Y	Y
8: -	Grease all bearings (Self lub bearings N/A)	Y	Y
9: -	Lubricate chains (If fitted)	Y	Y
10: -	Lubricate all pivot points	Y	Y
Note: -	Electricity & air supply to be left connected	Y	Y

Linen Folders			

1: -	Clean control panel	Y	Y
2: -	Cover control panel	Y	Y
3: -	Clean inverters	Y	Y
4: -	PLC Control (Replace battery?)	Y	Y
5: -	Blow out debris, lint from motors	Y	Y
6: -	Clean & cover machine	Y	Y
7: -	Cut calender tape from rollers	Y	Y
8: -	Grease all bearings (Self lub bearings N/A)	Y	Y
9: -	Lubricate chains (If fitted)	Y	Y
10: -	Lubricate all pivot points	Y	Y
Note: -	Electricity & air supply to be left connected	Y	Y

Ironers			
1: -	Clean machine	Y	Y
2: -	Clean beds & gap pieces	Y	Y
3: -	Heavily wax beds. Beds to be waxed approx. 3 times the usual amount.	Y	Y
4: -	Cut ironer tape from trunions	Y	Y
5: -	Cut ironer tape from rollers	Y	Y
6: -	Clean control panel	Y	Y
7: -	Cover control panel	Y	Y
8: -	Clean inverters	Y	Y
9: -	Blow out debris, lint from motors	Y	Y
10: -	Remove carbon brushes(If fitted) from commutators	Y	Y
11: -	Grease all bearings (Self lub bearings N/A)	Y	Y
12: -	Lubricate chains (If fitted)	Y	Y
13: -	Check gearbox levels	Y	Y
14: -	Lubricate all pivot points	Y	Y
15: -	Cover machine	Y	Y
16: -	Disconnect services	Y	Y
Note: -	Ironer bedsto be coated every 3 months	N	Y
Note: -	Ironer tape to be left on machine	Y	Y
Note: -	Electricity & air supply to be left connected	Y	Y

Towel Folders			
1: -	Clean control panel	Y	Y
2: -	Cover control panel	Y	Y
3: -	Clean inverters	Y	Y
4: -	PLC Control (Replace battery?)	Y	Y
5: -	Blow out debris, lint from motors	Y	Y
6: -	Clean & cover machine	Y	Y
7: -	Grease all bearings (Self lub bearings N/A)	Y	Y
8: -	Lubricate chains (If fitted)	Y	Y
9: -	Lubricate all pivot points	Y	Y
Note: -	Electricity & air supply to be left connected	Y	Y

Shrinkwrap Tunnel			
1: -	Clear tunnel	Y	Y
2: -	Clean control panel	Y	Y
3: -	Cover control panel	Y	Y
4: -	Clean inverters	Y	Y
5: -	Blow out debris, lint from motors	Y	Y
6: -	Clean & cover machine	Y	Y
7: -	Remove shrinkwrap from machine	Y	Y
8: -	Grease all bearings (Self lub bearings N/A)	Y	Y
9: -	Lubricate chains (If fitted)	Y	Y
10: -	Lubricate all pivot points	Y	Y
Note: -	Electricity & air supply to be left connected	Y	Y
Note: -	Secure cutter in top position	Y	Y

Garment Folder			
1: -	Clean control panel	Y	Y

2:-	Cover control panel	Y	Y
3:-	Clean inverters	Y	Y
4:-	PLC Control (Replace battery?)	Y	Y
5:-	Blow out debris, lint from motors	Y	Y
6:-	Clean & cover machine	Y	Y
7:-	Grease all bearings (Self lub bearings N/A)	Y	Y
8:-	Lubricate chains (If fitted)	Y	Y
9:-	Lubricate all pivot points	Y	Y
Note: -	Electricity & air supply to be left connected	Y	Y

Garment Press	(Rotary & Flat)		
1:-	Clean & cover machine	Y	Y
2:-	Grease all bearings (Self lub bearings N/A)	Y	Y
3:-	Lubricate all pivot points	Y	Y
4:-	Pressing surface to be cleaned, coated with oil and covered with brown paper	Y	Y
5:-	Disconnect services	Y	Y
Note: -	Electricity & air supply to be left connected	Y	Y
Note: -	Pressing surface to be coated every 3 months	N	Y

Cabinet Press			
1:-	Clean & cover machine	Y	Y
2:-	Blow out debris, lint from motors	Y	Y
3:-	Grease all bearings (Self lub bearings N/A)	Y	Y
4:-	Lubricate all pivot points	Y	Y
5:-	Pressing surface to be cleaned, coated with oil and covered with brown paper	Y	Y
6:-	Brown paper	Y	Y
7:-	Disconnect services	Y	Y
Note: -	Electricity & air supply to be left connected	Y	Y
Note: -	Pressing surface to be coated every 3 months	N	Y

Sleevers			
1:-	Clean & cover machine	Y	Y
2:-	Blow out debris, lint from motors	Y	Y
3:-	Grease all bearings (Self lub bearings N/A)	Y	Y
4:-	Lubricate all pivot points	Y	Y
5:-	Pressing surface to be cleaned, coated with oil and covered with brown paper	Y	Y
6:-	brown paper	Y	Y
7:-	Disconnect services	Y	Y
Note: -	Pressing surface to be coated every 3 months	N	Y

Tunnel Loaders			
1:-	Ensure all hangers have returned to load position	Y	Y
2:-	Blow out debris, lint from motors	Y	Y
3:-	Lubricate all pivot points	Y	Y
5:-	Clean & cover machine	Y	Y
Note: -	Electricity & air supply to be left connected	Y	Y

Garment Tunnel			
1:-	Ensure machine is empty	Y	Y
2:-	Clean inside tunnel	Y	Y
3:-	Clean burner chamber (If Gas tunnel)	Y	Y
5:-	Clean filters	Y	Y
6:-	Clean control panel	Y	Y
7:-	Cover control panel	Y	Y
8:-	Clean inverters	Y	Y
9:-	Blow out debris, lint from motors	Y	Y
10:-	Remove ducting	N	Y
11:-	Grease all bearings (Self lub bearings N/A)	Y	Y
	GAS FIRED TUNNEL		
12:-	Service burner	Y	Y

13: -	Check safety stats	Y	Y
14: -	Blow out debris, lint from motors	Y	Y
15: -	Disconnect services	N	Y
Note: -	Electricity & air supply to be left connected	Y	

Dust Extractor			
1: -	Clean & cover machine	Y	Y
2: -	Blow out debris, lint from motors	Y	Y
3: -	Clean filters	Y	Y
5: -	Empty collecting bins	Y	Y
6: -	Grease all bearings (Self lub bearings N/A)	Y	Y
7: -	Remove ducting	N	Y
Note: -	Electricity supply to be left connected	Y	Y

CRT Flakers			
1: -	Clean & cover machine	Y	Y
2: -	Grease all bearings (Self lub bearings N/A)	Y	Y
3: -	Lubricate all pivot points	Y	Y
5: -	Disconnect electricity supply	Y	Y
6: -	Disconnect ducting	N	Y

Beko Flakers			
	N/A		
1: -	Empty belt conveyor		
2: -	Empty lane feeding stations		
3: -	Clean & cover machine		
5: -	Grease all bearings (Self lub bearings N/A)		
6: -	Lubricate all pivot points		
7: -	Disconnect electricity supply		
8: -	Disconnect ducting		

Strapping Machine			
1: -	Clean & cover machine	Y	Y
2: -	Blow out debris, lint from motors	Y	Y

Sewing Machines			
1: -	Clean & cover machine	Y	Y
2: -	Blow out debris, lint from motors	Y	Y
3: -	Drain oil from sump	Y	Y

Revolution CRT m/c			
	Empty machine	Y	Y
	Drain machine	Y	Y
	Drain tanks	Y	Y
	Blow out debris, lint from motors	Y	Y
	Grease all bearings (Self lub bearings N/A)	Y	Y
	Clean control panel	Y	Y
	Cover control panel	Y	Y
	Cover screens, keyboards	Y	Y
	Lubricate chains (If fitted)	Y	Y
	PLC Control (Replace battery?)	Y	Y
	Clean rolls and cover with wax and brown paper	Y	Y
	Check gearbox levels	Y	Y
	Lubricate all pivot points	Y	Y
	Cover machine	Y	Y
	Disconnect services	N	Y
	Electricity & air supply to be left connected	Y	Y

