

The following is a brief summary of the key elements of a start-up procedure following a prolonged period of shut down. References to specific guidance are available via the TSA website and greater detail can be provided on request. Further guidance is being compiled concerning the requirements to design and manage the entire customer service operation following the Coronavirus experience.

- Ensure a minimum of three competent persons in attendance
- Survey the complete site and check all buildings externally.
- Inspect all vehicles and follow standard checks before driving.
- Enter the building and implement security and fire safety procedures.
- Inspect all utility/services supplies and services generators.
- Take meter readings.
- Inspect all machines and equipment and ensure their isolation from all services.



Review the 'Site Closure check list' and reverse the shut-down procedures, performing risk assessments on each item of equipment. Follow the correct procedures for all services and services generating equipment. See table below which shows essential comments only.

Re-commission each machine in turn following the manufacturer's instructions. Refer to the machine break down and maintenance records.

Prepare for processing work, staff training, quality control and process optimisation.

Review your Business Continuity Plan and Risk Assessments/Method Statements; the BSI standards link provides guidance and there are industry specific models available.

Refer to your Health and Safety Policy,

Manual and Corporate Responsibility Strategy. Industry specific models with guidance and check-lists are available.

Refer to TSA Health, Safety and Environmental Guidelines; read the Table of Contents for general guidance and then selective critical advice sections.

Further guidance is available for the following:

- Model Risk Assessments for laundries and distribution depots.
- Managing contractors on site; essential guidance including CDM brief when required.
- Induction pack for new starters.
- Operational and Engineering training modules; referenced or delivered.
- Energy and Environmental surveys which may also incorporate Carbon Foot Printing.

Check the current status on the following key Health and Safety elements:

- H&S POLICY
- RISK ASSESSMENTS
- TRAINING DOCUMENTATION/OPERATOR CERTIFICATION
- MANAGEMENT AND IMPROVEMENT PLAN
- ACCIDENT/INCIDENT REPORTING/INVESTIGATING
- SSOW, MANAGEMENT OF CONTRACTORS ON SITE, PERMITS TO WORK
- VISITORS ON SITE PROCEDURE
- COSHH, PRESSURE SYSTEMS, ELECTRICAL DISTRIBUTION, PAT
- DELIVERY STAFF ON CUSTOMERS SITES
- INDUSTRY GUIDELINES AND LEGISLATION
- INSURANCE AND REGISTRATION DETAILS FOR ON AND OFF SITE – PUBLIC, EMPLOYER, MOTOR
- SITE OPERATOR'S LICENCE
- VEHICLE AND DRIVER LEGISLATION
- ENVIRONMENTAL STATEMENT OF COMPLIANCE
- THE SITE OPERATIONAL MANUAL (GENERAL REGISTER) n WASTE MANAGEMENT
- FIRE PREVENTION, REGULATIONS. R.A., SITE PLAN, DRILL LOG
- EMPLOYMENT LEGISLATION – Recruitment, Absenteeism, Disciplinary procedures, etc.
- ENGINEERING INSURANCE
- ASSET MANAGEMENT POLICY
- BUSINESS CONTINGENCY PLAN
- QUALITY AND HYGIENE POLICY ON AND OFF SITE
- SECURITY PROCEDURE

Reversing the Shut-down Procedure - FOR REOPENING LAUNDRIES

		Restart and Ramp up
Boilers		
1: -	Drain, refill with fresh water and standard treatment	N/A
2: -	Fill boiler and note. Add extra water treatment	N/A
3: -	Drain boiler	N/A
4: -	Pressure wash boiler tubes	N/A
5: -	Remove mud hole doors	N/A
6: -	Clean debris	N/A
7: -	Open access doors	N/A
8: -	Brush boiler tubes	N/A
9: -	Open crown valve	N/A
10: -	Drain float chambers (if fitted)	N/A
11: -	Drain water pumps	N/A

12: -	Disconnect or isolate services	Y
13: -	Clean control panel	Y
14: -	Cover control panel	Y
15: -	Blow out debris, lint from motors	Y
16: -	Grease all bearings. Fan, burner pumps etc (Self lub bearings N/A)	Y
17: -	Clean burner (Rotary cup if fitted)	Follow normal boiler start up procedure
18: -	Electricity supply to be left connected	N/A
Blow Down Vessels		
1: -	Drain vessel	Fill with fresh water
2: -	Clean internally	N/A
3: -	Clean & cover vessel	N/A
4: -	Disconnect services	Recommission
Compressors		
1: -	Check oil level	Y
2: -	Clean control panel	N/A
3: -	Blow out debris, lint from motors	N/A
4: -	Grease all bearings (Self lub bearings N/A)	N/A
5: -	Cover compressor	Remove
6: -	Electricity supply to be left connected	Recommission and follow normal start up procedure
Air Dryers		
1: -	Clean & cover dryer	
2: -	Blow out debris, lint from motors	
3: -	Grease all bearings (Self lub bearings N/A)	
4: -	Electricity supply to be left connected	Recommission
Air Receivers		
1: -	Drain receiver	
2: -	Clean internally	
3: -	Clean & cover vessel	
4: -	Disconnect services	Recommission
Softeners		
1: -	Clean & cover softener	
2: -	Maintain water tightness of vessel	
3: -	Ensure Brine Ready Tank is left empty	
4: -	Disconnect services	Recommission
Dry Clean		
1: -	Drain machine of solvent (Permac)	Follow manufacturer's commissioning instructions
2: -	Drain water from machine	N/A
3: -	Remove sludge (Permac)	N/A
4: -	De-Gas recovery (Permac)	N/A
5: -	Blow out debris, lint from motors	N/A
6: -	Clean control panel	N/A
7: -	Cover control panel	N/A
8: -	Grease all bearings (Self lub bearings N/A)	N/A
9: -	Lubricate all pivot points	N/A
10: -	Disconnect services	N/A
11: -	Electricity supply to be left connected	N/A
Cooling tower		
1: -	Drain pond. Seek advice on water treatment	Follow manufacturer's commissioning instructions
2: -	Lubricate fan bearing	
3: -	Disconnect services	
4: -	Electricity supply to be left connected	
Solvent Recovery		
1: -	Clean control panel	Follow manufacturer's commissioning instructions
2: -	Cover control panel	
3: -	Blow out debris, lint from motors	
4: -	De-Gas recovery (Permac)	
5: -	Grease all bearings (Self lub bearings N/A)	
6: -	Disconnect services	
12: -	Electricity supply to be left connected	

Wash Extractors		
1: -	Empty machine	Follow manufacturer's commissioning instructions
2: -	Clean control panel	
3: -	Cover control panel	
4: -	Blow out debris, lint from motors	
5: -	Lubricate all pivot points	
6: -	Grease all bearings (Self lub bearings N/A)	
7: -	Lubricate all pivot points	
8: -	Release mechanical brakes	
9: -	Disconnect services	
10: -	Electricity supply to be left connected	
11: -	Door to be left open	N/A
Tumbler Dryers		Follow manufacturer's commissioning instructions
1: -	(Stand alone, Kamsin etc)	
2: -	Empty machine	
3: -	Clean control panel	
4: -	Cover control panel	
5: -	Blow out debris, lint from motors	
6: -	Grease all bearings (Self lub bearings N/A)	
7: -	Check gearbox oil level	
8: -	Clean filters	
9: -	Disconnect ducting	
10: -	Clean airways	
11: -	Disconnect services	
12: -	Check hydraulic pump (If fitted)	
13: -	Lubricate turning points	
14: -	Cover machine	
15: -	Check lifting device (If fitted)	Follow manufacturer's commissioning instructions
16: -	GAS FIRED TUMBLERS	
17: -	Service burner	
18: -	Check safety stats	
19: -	Blow out debris, lint from motors	
20: -	Electricity supply to be left connected	
Batch Washers CTW		Run empty and select disinfection cycle
1: -	Empty machine	Follow manufacturer's commissioning instructions
2: -	Drain machine	
3: -	Drain tanks	
4: -	Blow out debris, lint from motors	
5: -	Grease all bearings (Self lub bearings N/A)	
6: -	Clean control panel	
7: -	Cover control panel	
8: -	Cover screens, keyboards	
9: -	Lubricate chains (If fitted)	
10: -	PLC Control (Replace battery?)	
11: -	Disconnect services	
12: -	Electricity supply to be left connected	
Two Shot Press		Run empty and select disinfection cycle
1: -	Empty machine	Follow manufacturer's commissioning instructions
2: -	Drain water tanks	N/A
3: -	Blow out debris, lint from motors	
4: -	Lubricate chains (If fitted)	
5: -	Lubricate columns	
6: -	Clean control panel	
7: -	Cover control panel	
8: -	Disconnect services	
Note: -	Electricity supply to be left connected	
Note: -	Ensure bell is in down position	
Single Shot Press		Run empty and select disinfection cycle
1: -	Empty machine	Follow manufacturer's commissioning instructions

2: -	Drain water tanks	
3: -	Drain oil tank	
4: -	Blow out debris, lint from motors	
5: -	Lubricate chains (If fitted)	
6: -	Clean control panel	
7: -	Cover control panel	
8: -	PLC Control (Replace battery?)	
9: -	Disconnect services	
10: -	Electricity supply to be left connected	
11: -	Ensure press is in down position	
Shuttle Coneyors		
1: -	Check if empty	Clean all surfaces and re-commission
2: -	Blow out debris, lint from motors	
3: -	Grease all bearings (Self lub bearings N/A)	
4: -	Lubricate chains (If fitted)	
5: -	Check gearbox oil level	
Note: -	Electricity supply to be left connected	
Note: -	Ensure conveyor is in down position	
CBW Tumblers		
		Run empty.
1: -	Empty machine	Follow manufacturer's commissioning instructions
2: -	Clean control panel	
3: -	Cover control panel	
4: -	Blow out debris, lint from motors	
5: -	Clean drive & support rollers	
6: -	Clean filters	
7: -	Lubricate all pivot points	
8: -	Grease all bearings (Self lub bearings N/A)	
9: -	Check gearbox oil level	
10: -	Lubricate chains (If fitted)	
11: -	Lubricate all pivot points	
12: -	GAS FIRED TUMBLERS	Follow manufacturer's commissioning instructions
13: -	Service burner	
14: -	Check safety stats	
15: -	Blow out debris, lint from motors	
Note: -	Disconnect services	
	Electricity & air supply to be left connected	
Bag Handling		
1: -	Ensure all bags are empty	Follow manufacturer's commissioning instructions
2: -	Ensure all bags are at home position	
3: -	Clean control panel	
4: -	Blow out debris, lint from motors	
5: -	Clean inverters	
6: -	PLC Control (Replace battery?)	
7: -	Lubricate turning points	
8: -	Clean rails	
9: -	Clean bag loading station	
10: -	Clean loading conveyor	
11: -	Lubricate lifting and lowering hoists	
Note: -	Electricity & air supply to be left connected	
Conveyors		
1: -	Check if empty	Follow manufacturer's commissioning instructions
2: -	Blow out debris, lint from motors	
3: -	Grease all bearings (Self lub bearings N/A)	
4: -	Lubricate chains (If fitted)	
5: -	Check gearbox oil level	
Note: -	Electricity supply to be left connected	
Linen Feeders		
1: -	Clean control panel	Follow manufacturer's commissioning instructions
2: -	Cover control panel	
3: -	Clean inverters	

4: -	PLC Control (Replace battery?)	
5: -	Blow out debris, lint from motors	
6: -	Clean filters/bags	
7: -	Clean & cover machine	
8: -	Grease all bearings (Self lub bearings N/A)	
9: -	Lubricate chains (If fitted)	
10: -	Lubricate all pivot points	
Note: -	Electricity & air supply to be left connected	
Linen Folders		
1: -	Clean control panel	Follow manufacturer's commissioning instructions
2: -	Cover control panel	
3: -	Clean inverters	
4: -	PLC Control (Replace battery?)	
5: -	Blow out debris, lint from motors	
6: -	Clean & cover machine	
7: -	Cut calender tape from rollers	
8: -	Grease all bearings (Self lub bearings N/A)	
9: -	Lubricate chains (If fitted)	
10: -	Lubricate all pivot points	
Note: -	Electricity & air supply to be left connected	
Ironers		
1: -	Clean machine	Follow manufacturer's commissioning instructions
2: -	Clean beds & gap pieces	
3: -	Heavily wax beds. Beds to be waxed approximately three times usual amount.	Re-tape, run old sheets and cleaning cloth through, ensure all clean
4: -	Cut ironer tape from trunions	
5: -	Cut ironer tape from rollers	
6: -	Clean control panel	
7: -	Cover control panel	
8: -	Clean inverters	
9: -	Blow out debris, lint from motors	
10: -	Remove carbon brushes(If fitted) from commutators	
11: -	Grease all bearings (Self lub bearings N/A)	
12: -	Lubricate chains (If fitted)	
13: -	Check gearbox levels	
14: -	Lubricate all pivot points	
15: -	Cover machine	
16: -	Disconnect services	
Note: -	Ironer bedsto be coated every 3 months	
Note: -	Ironer tape to be left on machine	
Note: -	Electricity & air supply to be left connected	
Towel Folders		
1: -	Clean control panel	Follow manufacturer's commissioning instructions
2: -	Cover control panel	
3: -	Clean inverters	
4: -	PLC Control (Replace battery?)	
5: -	Blow out debris, lint from motors	
6: -	Clean & cover machine	
7: -	Grease all bearings (Self lub bearings N/A)	
8: -	Lubricate chains (If fitted)	
9: -	Lubricate all pivot points	
Note: -	Electricity & air supply to be left connected	
Shrinkwrap Tunnel		Ensure tunnel clear of any items, follow manufacturer's instructions
1: -	Clear tunnel	
2: -	Clean control panel	
3: -	Cover control panel	
4: -	Clean inverters	
5: -	Blow out debris, lint from motors	
6: -	Clean & cover machine	
7: -	Remove shrinkwrap from machine	

8: -	Grease all bearings (Self lub bearings N/A)	
9: -	Lubricate chains (If fitted)	
10: -	Lubricate all pivot points	
Note: -	Electricity & air supply to be left connected	
Note: -	Secure cutter in top position	
Garment Folder		
1: -	Clean control panel	Follow manufacturer's instructions
2: -	Cover control panel	
3: -	Clean inverters	
4: -	PLC Control (Replace battery?)	
5: -	Blow out debris, lint from motors	
6: -	Clean & cover machine	
7: -	Grease all bearings (Self lub bearings N/A)	
8: -	Lubricate chains (If fitted)	
9: -	Lubricate all pivot points	
Note: -	Electricity & air supply to be left connected	
Garment Press		
1: -	(Rotary & Flat)	
2: -	Clean & cover machine	
3: -	Grease all bearings (Self lub bearings N/A)	
4: -	Lubricate all pivot points	Clean thoroughly
	Pressing surface to be cleaned, coated with oil and covered with	
5: -	brown paper	
Note: -	Disconnect services	
Note: -	Electricity & air supply to be left connected	
	Pressing surface to be coated every 3 months	
Cabinet Press		
1: -	Clean & cover machine	
2: -	Blow out debris, lint from motors	
3: -	Grease all bearings (Self lub bearings N/A)	
4: -	Lubricate all pivot points	
5: -	Pressing surface to be cleaned, coated with oil and covered with	Clean thoroughly
	brown paper	
7: -	Disconnect services	
Note: -	Electricity & air supply to be left connected	
Note: -	Pressing surface to be coated every 3 months	
Sleevers		
1: -	Clean & cover machine	
2: -	Blow out debris, lint from motors	
3: -	Grease all bearings (Self lub bearings N/A)	
4: -	Lubricate all pivot points	
5: -	Pressing surface to be cleaned, coated with oil and covered with	Clean thoroughly
	brown paper	
7: -	Disconnect services	
Note: -	Pressing surface to be coated every 3 months	
Tunnel Loaders		
1: -	Ensure all hangers have returned to load position	
2: -	Blow out debris, lint from motors	
3: -	Lubricate all pivot points	
5: -	Clean & cover machine	
Note: -	Electricity & air supply to be left connected	
Garment Tunnel		
1: -	Ensure machine is empty	Ensure tunnel clear of any items, follow manufacturer's instructions
2: -	Clean inside tunnel	
3: -	Clean burner chamber (If Gas tunnel)	
5: -	Clean filters	
6: -	Clean control panel	
7: -	Cover control panel	
8: -	Clean inverters	
9: -	Blow out debris, lint from motors	
10: -	Remove ducting	
11: -	Grease all bearings (Self lub bearings N/A)	
12: -	GAS FIRED TUNNEL	

13: -	Service burner	
14: -	Check safety stats	
15: -	Blow out debris, lint from motors	
16: -	Disconnect services	
Note: -	Electricity & air supply to be left connected	
Dust Extractor		
1: -	Clean & cover machine	Re-commission
2: -	Blow out debris, lint from motors	
3: -	Clean filters	
5: -	Empty collecting bins	
6: -	Grease all bearings (Self lub bearings N/A)	
7: -	Remove ducting	
CRT Flake	Electricity supply to be left connected	Are there any??
1: -	Clean & cover machine	
2: -	Grease all bearings (Self lub bearings N/A)	
3: -	Lubricate all pivot points	
5: -	Disconnect electricity supply	
6: -	Disconnect ducting	
Biko Flakers		Are there any??
1: -	Empty belt conveyer	
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	Run and test fusing joint strength
2: -	Blow out debris, lint from motors	
Sewing Machines		
1: -	Clean & cover machine	
2: -	Blow out debris, lint from motors	
3: -	Drain oil from sump	
Revolution CRT m/c		
	Empty machine	Follow manufacturer's instructions
	Drain machine	
	Drain tanks	
	Blow out debris, lint from motors	
	Grease all bearings (Self lub bearings N/A)	
	Clean control panel	
	Cover control panel	
	Cover screens, keyboards	
	Lubricate chains (If fitted)	
	PLC Control (Replace battery?)	
	Clean rolls and cover with wax and brown paper	Clean thoroughly
	Check gearbox levels	
	Lubricate all pivot points	
	Cover machine	
	Disconnect services	
	Electricity & air supply to be left connected	
Legionella Risks		