



Team Name: Environmental Services Team Lead: Regional Manager Environmental Services Approved by: VP - Corporate Services	Reference Number: ORG.1911.PR.008 Program Area: Support Services Section: Laundry
Issue Date: February 20, 2018 Review Date: Revision Date:	Subject: Loading and Unloading Dryers

PROCEDURE SUBJECT:

Loading and Unloading Dryers

EQUIPMENT/SUPPLIES:

- Wheeled Laundry Cart with Backsaver Insert

PROCEDURE:

1. Push laundry cart with clean wet laundry to the dryer.
2. Open dryer door.
3. Lift the wet laundry into the dryer. Use caution and lift only the amount of weight you are comfortable lifting.
4. Close dryer door.
5. Set temperature on the dryer for the category of laundry. Refer to the department procedures for cycles and times.
6. Set the dryer timer for the appropriate amount of time.
7. Start the dryer.
8. When drying cycle is complete stop the dryer.
9. Open the door and check the laundry to make sure it is completely dry and properly cooled. Do not check the laundry until the drum has stopped.
10. Unload the dryer into a clean laundry cart with a spring insert. Use caution and lift only the amount of weight you are comfortable lifting.
11. Close the door of the dryer.

NOTE: Safe Work Procedures are located in the Department Manual and posted at the task site.