



Team Name: Environmental Services Team Lead: Regional Manager Environmental Services Approved by: VP - Corporate Services	Reference Number: ORG.1911.PR.002 Program Area: Support Services Section: Laundry
Issue Date: February 8, 2018 Review Date: Revision Date:	Subject: Operation of a Heat Seal Machine

PROCEDURE SUBJECT:

Operation of a Heat Seal Machine

PURPOSE:

To attach proprietary logos on facility owned linen/items, clothing labels on client owned clothing/items and to mend or repair facility owned linen.

EQUIPMENT/SUPPLIES:

- Heat press Machine
- Logo transfer stamps
- Comfort labels
- Fabric mending patches
- Kelvar Gloves - Protective Personal Equipment (PPE)

PROCEDURE	TEACHING POINTS
<p>Proprietary logos</p> <ol style="list-style-type: none"> 1. Turn the heat press machine on. 2. Set the time needed for the logo transfer stamp to adhere to the linen item. 3. When the heat press has reached the heat setting required, the light on the front of the machine will turn green. 4. Place the linen over the bottom surface of the heat press machine. 5. Turn the heat press machine on. 6. Set the time needed for the logo transfer stamp to adhere to the linen item. 7. When the heat press has reached the heat setting required, the light on the front of the machine will turn green. 8. Place the linen over the bottom surface of the heat press machine. 	<p>Use PPE. Care needs to be exercised when working with the heat seal machine. Temperature will attain 400 degrees and serious burns can result from contact with the ironing plate. Some models will beep to signal readiness.</p> <p>Consult department guidelines for the placement of the logo stamp on the linen. Logo transfer should be placed rough side down on the linen.</p> <p>Do not touch the ironing plate when removing the logo transfer or the stamped linen.</p>

<ol style="list-style-type: none"> 9. Place the logo transfer on top of the linen to be identified Use a large enough piece of the logo paper to allow the paper to extend beyond the edges of the heat press. 10. Using the handle on the top of the heat press pull the top of the press down onto the linen. Then let go of the press. 11. Some models of the press will automatically lift when the required (set) time has been completed. 12. Grasp the logo press by the edge of the paper that extended from the heat press and remove the logo transfer from the press and linen. 13. Remove the linen from the press. Check to make sure the transfer has been completed satisfactorily. 14. Place the stamped linen in a neat pile and store in the appropriate area. 15. When all of the stamping has been completed, turn the press off using the on/off switch. <p>Clothing labels</p> <ol style="list-style-type: none"> 1. Clothing labels are used to identify client clothing and to ensure prompt and accurate delivery back to the client. 2. Check the clothing or item for fabric type. Refer to department guidelines for types of fabric that can be processed with heat seal presses, remember some fabrics cannot be used with a heat seal machine. 3. Set the required amount of time needed on the heat seal press to attach the label. 4. Place the item of clothing on the bottom plate of the heat seal press. 5. Place the printed label face up on the designated spot of the clothing item. 6. Using the handle on the top of the heat press pull the top of the press down onto the clothing. Then let go of the press. 7. The press will automatically lift when the required (set) time has been completed. 8. When the press is lifted, remove the article and check to make sure the label is properly attached and no damage has been done to the clothing 9. Return the item to the resident. 	<p>Grasping the logo paper by the edge that extends from the heat press prevents contact with the heated paper and plate.</p> <p>Manual heat seal machines will signal completion with an audible beep.</p>
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<p>Mending Linen</p> <ol style="list-style-type: none"> 1. Mending patches can be used to mend any flat cotton/poly linen. 2. Use patches whose colour is consistent with the item being mended. 3. Operating linens can be repaired using heat seal patches. Follow standards set for amount of mending allowed on operating room linens. 4. Place the item to be repaired with the damaged area facing up on the bottom plate of the heat seal press. 5. Place the appropriate sized patch on the damaged area of the item to be repaired. 6. Make sure the item is flat and smooth and the patch covers the damaged area with enough overlap to ensure a solid mend. 7. Using the handle on the top of the heat press pull the top of the press down onto the linen. Then let go of the press. 8. Sometimes press will automatically lift when the required (set) time has been completed. 9. When the press is raised, remove the item and check to make sure the repair has been successful. 	<p>Refer to department guidelines. Use care to prevent being burnt when working with the heat press.</p> <p><i>O.R. Linen Standards</i> exist to determine the amount of patching or mending is allowed before breaching infection control guidelines. These standards should be able to be accessed through the MDR department. <i>“Selection, Use, Maintenance, and Laundering of Reusable Textiles, Wrappers, Surgical Gowns, and Drapes for Health Care Facilities”</i> <i>These standards can also be obtained from Canadian Standards Association</i> <i>Patch must be laid shiny side down on the damaged area.</i></p> <p>Use care to prevent being burnt when working with the heat press. Refer to Safe Work Procedure. Manual heat seal machines will signal completion with an audible beep.</p>
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