



Team Name: Environmental Services  Team Lead: Regional Manager Environmental Services  Approved by: VP - Corporate Services	Reference Number: ORG.1911.PR.026  Program Area: Support Services  Section: Laundry
Issue Date: September 3, 2019 Review Date:  Revision Date:	Subject: Weighing Soiled Laundry

*Use of pre-printed documents: Users are to refer to the electronic version of this document located on the Southern Health-Santé Sud Health Provider Site to ensure the most current document is consulted.*

**PROCEDURE SUBJECT:**

Weighing Soiled Laundry

**PURPOSE:**

To efficiently process laundry in a cost effective manner. To ensure accurate loading of machinery and accurate billings for chemical supplies and/or contract laundry.

<p><b><u>PROCEDURE:</u></b>  <b>Large floor scale</b></p> <ol style="list-style-type: none"> <li>1. Determine the type of laundry to be weighed.</li> <li>2. Determine the size of cart and the weight required for the load.</li> <li>3. Place the laundry cart on the scale.</li> <li>4. Set the scale to display the 'Tare' weight.</li> <li>5. Place soiled laundry into the cart until the desired weight is reached.</li> <li>6. If using split pocket washer the load must be divided equally into two separate carts or 'sides'.</li> <li>7. If using an open pocket washer the entire load can be placed in one cart.</li> <li>8. Record the weight in the appropriate area.</li> <li>9. Place the weighed load in the</li> </ol>	<p><b><u>TEACHING POINTS:</u></b></p> <ul style="list-style-type: none"> <li>• Follow department procedures to determine the weight required for each specific type of laundry.</li>   <li>• A blanket or sheet can be used to show the division of weight for a split pocket washer when one cart is used to hold the entire load.</li> <li>• Follow department procedures to determine the weight required for each specific type of laundry.</li> </ul>
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<p>appropriate area to wait loading into the washer.</p> <p>10. At the end of the day the scale should be swept/ left clean for the next day.</p> <p><b>Small cart scale</b></p> <ol style="list-style-type: none"> <li>1. Determine the type of soiled laundry to be weighed.</li> <li>2. Determine the weight required for the load.</li> <li>3. Fill the scale cart with soiled laundry until the desired weight is reached.</li> <li>4. Record the weight in the appropriate area.</li> <li>5. Place the load in the appropriate area to wait loading into the washer.</li> <li>6. At the end of the day the scale cart should be cleaned.</li> </ol> <p><b>Weighing contract laundry for billing purposes (before sorting)</b></p> <ol style="list-style-type: none"> <li>1. Place the loaded laundry cart on the scale.</li> <li>2. Enter the weight of the cart and press tare.</li> <li>3. Record the weight in the appropriate area.</li> </ol>	
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**EQUIPMENT/SUPPLIES:**

- Personal Protective Equipment (PPE)
- Large scale
- Scale cart
- Soiled laundry carts