

## **OPERATING INSTRUCTIONS AND SAFETY PRECAUTIONS**

### **WASHER-EXTRACTOR**

#### **WARNING**

THIS MACHINE SHALL BE OPERATED BY QUALIFIED PERSONNEL ONLY. SERIOUS PERSONNEL AND EQUIPMENT HAZARDS EXIST DURING THE OPERATION OF THE MACHINE. DO NOT BYPASS OR DISCONNECT ANY SAFETY FEATURE SUCH AS THE VIBRATION, EMERGENCY AND DOOR SWITCHES OR JOG BUTTONS. ALWAYS WEAR PERSONNEL PROTECTIVE EQUIPMENT WHEN HANDLING LAUNDRY CHEMICALS. THE MACHINE SHALL BE OPERATED IN AUTOMATIC MODE UNLESS SPECIAL CIRCUMSTANCES DICTATE OTHERWISE. DO NOT LEAVE THE SPACE UNATTENDED WHILE THE MACHINE IS IN OPERATION.

#### **OPERATING INSTRUCTIONS**

1. VERIFY POWER IS TURNED ON AND STEAM, WATER AND AIR VALVES ARE OPENED AS APPLICABLE.
2. OPEN SHELL DOOR. ON MULTI-POCKET MACHINES JOG CYLINDER UNTIL INNER DOOR IS ALIGNED WITH THE OUTER DOOR. OPEN INNER DOOR. LOAD OPEN POCKET OR MULTI-POCKET MACHINE WITH PROPER AMOUNT OF LAUNDRY. DO NOT EXCEED THE MAXIMUM RATING OF THE MACHINE OR THE INDIVIDUAL POCKET ON MULTI-POCKET MACHINES. REPEAT THE LOADING PROCESS FOR THE REMAINING POCKETS, ENSURE THE MULTI-POCKET MACHINES ARE EVENLY LOADED TO PREVENT AN OUT OF BALANCE CONDITION.
3. CLOSE AND SECURE THE INNER POCKET AND MAIN SHELL DOOR(S). ENSURE DOORS ARE PROPERLY LATCHED AND SECURED.
4. ON MACHINES WITHOUT AN AUTOMATIC SOLID CHEMICAL DISPENSING SYSTEM ADD THE PROPER AMOUNT OF "TWO-SHOT" DETERGENT TO THE MANUAL SUPPLY BIN OR AUTOMATIC SUPPLY BIN #1 AND SOUR BLUE TO AUTOMATIC SUPPLY BIN #2.
5. VERIFY PROPER TEMPERATURE SETTINGS FOR THE SELECTED FORMULA AND ADJUST ACCORDINGLY.
6. START THE MACHINE. FOR ELECTRO-MECHANICAL CONTROLLED MACHINES ALIGNED THE DRUM TO THE START OF FORMULA AND SET SWITCHES FOR AUTOMATIC OPERATION. TURN TIMER ON. FOR MICROPROCESSOR OR PROGRAMMABLE LOGIC CONTROLLED MACHINE SELECT DESIRED FORMULA AND BEGIN AUTOMATIC OPERATION BY DEPRESSING THE FORMULA AND/OR RUN BUTTON AS APPROPRIATE.
7. ALLOW THE MACHINE TO OPERATE THROUGH THE FULL AUTOMATIC OPERATION. PERIODICALLY MONITOR THE MACHINE OPERATION AND INFORM THE LAUNDRY SUPERVISOR OF ANY ABNORMAL OPERATION.
8. UNLOAD MACHINE FOLLOWING CYCLE COMPLETION AND TRANSFER CLOTHES TO DRYER OR PRESS STATION.

## OPERATING INSTRUCTIONS AND SAFETY PRECAUTIONS

### TUMBLER-DRYER

#### **WARNING**

THIS MACHINE SHALL BE OPERATED BY QUALIFIED PERSONNEL ONLY. SERIOUS PERSONNEL AND EQUIPMENT HAZARDS EXIST DURING THE OPERATION OF THE MACHINE. DO NOT BYPASS OR DISCONNECT ANY SAFETY FEATURE SUCH AS THERMOSTATS, BLOWER MOTOR INTERLOCK OR DOOR SWITCH. REMOVE FINISHED LOAD FROM DRYER PROMPTLY. SPONTANEOUS COMBUSTION MAY OCCUR WITHIN 1 TO 4 HOURS OF THE COMPLETION OF THE DRYING CYCLE DUE TO ANY COMBINATION OF EXCESSIVE TEMPERATURES, EXCESSIVE AND RESIDUAL SOAP OR DETERGENTS, RESIDUAL OILS AND GREASE OR BUILD-UP OF STATIC CHARGE IN SYNTHETIC FABRICS. CLEAN PRIMARY LINT FILTERS EVERY 2 HOURS OF OPERATION AND SECONDARY LINT FILTERS EVERY 8 HOURS OF OPERATION AND AT THE END OF THE WORKDAY. DO NOT LEAVE THE SPACE UNATTENDED WHILE THE MACHINE IS IN OPERATION.

#### **OPERATING INSTRUCTIONS**

1. VERIFY POWER AND VENTILATION IS TURNED ON AND STEAM VALVES ARE OPENED AS APPLICABLE.
2. ACCOMPLISH ALL LOADS IAW STANDARD NAVY WASH FORMULAS. LOAD DRYER WITH THE PROPER AMOUNT OF LAUNDRY. CLOSE DOOR AND VERIFY LATCH IS SECURE.
3. SET DRYING TIME TO APPROXIMATELY 25-30 MINUTES.
4. ON MACHINES WITHOUT A AUTOMATIC COOLDOWN CYCLE SET COOLDOWN TIME TO 10 MINUTES. DO NOT UNDER ANY CIRCUMSTANCES BY-PASS THE COOLDOWN CYCLE WHICH IS REQUIRED TO REMOVE RESIDUAL HEAT AND ALSO PROLONGS THE LIFE OF ELECTRIC HEATING ELEMENTS.
5. SET DRYING TEMPERATURE TO SUIT MATERIAL BEING DRIED. DO NOT EXCEED 185 DEGREES.
6. SET DAMPERS IF APPLICABLE.
7. START DRYER. DEPRESS START BUTTON OR PLACE THE DOOR SAFETY BAR IN THE ON POSITION AS APPLICABLE.
8. ALLOW DRYER TO RUN THROUGH FULL CYCLE INCLUDING COOL DOWN. PERIODICALLY MONITOR THE DRYER OPERATION AND INFORM THE LAUNDRY SUPERVISOR OF ANY ABNORMAL OPERATION. DO NOT CONTINUE TO OPERATE A DRYER IF THE TEMPERATURE EXCEEDS 200 DEGREES OR IF THE COOL DOWN CYCLE IS NOT REDUCING TEMPERATURE TO APPROXIMATELY 135 DEGREES AT CYCLE END.
9. UNLOAD CLOTHES PROMPTLY AT END OF CYCLE. MANUALLY FLUFF CLOTHES WHILE UNLOADING TO REMOVE RESIDUAL HEAT.

## OPERATING INSTRUCTIONS AND SAFETY PRECAUTIONS

### LAUNDRY PRESS/ELECTRIC DRY CLEANING PRESS

#### WARNING

THIS EQUIPMENT SHALL BE OPERATED BY QUALIFIED PERSONNEL ONLY. SERIOUS PERSONNEL AND EQUIPMENT HAZARDS EXIST DURING THE OPERATION OF THE PRESS. DO NOT BYPASS OR DISCONNECT ANY SAFETY FEATURE SUCH AS THE DUAL CLOSING BUTTONS, SAFETY BAR AND HEAD LOCKING MECHANISM. DO NOT OVERRIDE TWO-HAND OPERATION.

#### OPERATING INSTRUCTIONS

1. PRIOR TO OPERATING THE PRESS ENSURE PROPER STEAM PRESSURE OF 100 PSI OR HEAD AND BUCK THERMOSTAT SETTINGS OF 310<sup>0</sup> F AND 270<sup>0</sup> F RESPECTIVELY. ON ELECTRICALLY HEATED DRY-CLEANING PRESSES WITH HEAD GRID PLATE ENSURE THERMOSTAT SETTINGS OF 270<sup>0</sup> F. ADJUST AIR PRESSURE TO 80 PSI.
2. INSPECT PADDING. PADDING SHOULD BE 3/4 TO 1 INCH DEEP, RESILIENT, CLEAN AND NOT EXCESSIVELY WORN. PADS SHOULD BE CHANGED BI-MONTHLY AND COVERS WASHED WEEKLY.
3. LAY GARMENT ON BUCK.
4. LOWER PRESS HEAD BY DEPRESSING BOTH CLOSING BUTTONS SIMULTANEOUSLY OR BY PULLING DOWN ON THE SAFETY BAR UNTIL THE HEAD IS CLOSED AND LOCKED. RELEASING ONE OR BOTH BUTTONS ON THE DOWN STROKE WILL RELEASE THE HEAD TO THE OPEN POSITION.
5. DO NOT LEAVE PRESS UNATTENDED WHILE GARMENT IS IN THE PRESS AND THE HEAD IS IN THE CLOSED POSITION.
6. AFTER THE GARMENT HAS BEEN PROPERLY PRESSED RELEASE THE HEAD BY EITHER DEPRESSING THE OPEN BUTTON OR LIFTING UP ON THE SAFETY RELEASE BAR.
7. REPEAT ABOVE STEPS FOR THE REMAINING LAYS.
8. AFTER GARMENT IS COMPLETELY PRESSED REMOVE AND HANG AS SOON AS POSSIBLE

## **OPERATING INSTRUCTIONS AND SAFETY PRECAUTIONS**

### **FLATWORK IRONER**

#### **WARNING**

THIS EQUIPMENT SHALL BE OPERATED BY QUALIFIED PERSONNEL ONLY. SERIOUS PERSONNEL AND EQUIPMENT HAZARDS EXIST DURING THE OPERATION OF THE PRESS. DO NOT BYPASS OR DISCONNECT ANY SAFETY FEATURE. DO NOT OPERATE IRONER IF FINGER SAFETY BAR IS NOT OPERATIONAL OR IF WIRE SAFETY GUARDS ARE NOT IN PLACE. NEVER ATTEMPT TO REMOVE AN ARTICLE ONCE IT BEGINS TO PASS THROUGH ROLLERS. IF AN ARTICLE BECOMES BOUND OR TANGLED TURN OFF THE MACHINE AND LOOSEN THE ROLLERS. DO NOT ATTEMPT TO REMOVE THE ARTICLE WHILE THE IRONER IS RUNNING.

#### **OPERATING INSTRUCTIONS**

1. VERIFY POWER IS TURNED ON. ENSURE COMPRESSION ROLLER IS DISENGAGED AND SPEED CONTROL IS SET AT SLOWEST SETTING. ENSURE IRONER IS PROPERLY WAXED AND IS CLEAR OF OBSTRUCTIONS AND FOREIGN OBJECTS.
2. START FLATWORK IRONER BY DEPRESSING START BUTTON.
3. VERIFY OPERATION OF FINGER SAFETY BAR AND ENSURE IRONER SHUTS OFF. RESTART AFTER VERIFYING PROPER OPERATION.
4. SLOWLY OPEN STEAM VALVE. GRADUALLY ALLOW STEAM TO ENTER CYLINDER. THE IRONER WILL TAKE APPROXIMATELY 30 MINUTES TO REACH PROPER IRONING TEMPERATURES (300<sup>0</sup> - 340<sup>0</sup>F).
5. ENGAGE COMPRESSION ROLLER BY STEPPING ON FOOT PEDAL.
6. BEGIN PROCESSING FLATWORK. PLACE FABRIC ON FRONT CONVEYOR. FABRIC WILL BE TAKEN UNDER DOFFER ROLLER, FINGER SAFETY BAR AND INTO CONTACT WITH THE HEATED CYLINDER AND COMPRESSION ROLLER.
7. CONTINUE TO PROCESS FABRICS IN A SEQUENCE OF FEEDING, FOLDING AND STACKING. USE THE ENTIRE LENGTH OF THE HEATED ROLLER. ADJUST OPERATING SPEED AS NECESSARY.
8. AFTER COMPLETION, SECURE FLATWORK IRONER BY RAISING COMPRESSION ROLLER, SECURE STEAM AND ALLOW IRONER TO CONTINUE TO OPERATE FOR APPROXIMATELY 20-30 MINUTES TO ALLOW THE HEATED CYLINDER AND OTHER ROLLERS AND COMPONENTS TO PROPERLY COOL DOWN.

## **OPERATING INSTRUCTIONS AND SAFETY PRECAUTIONS**

### **DRY-CLEANING PLANT**

#### **WARNING**

THIS MACHINE SHALL BE OPERATED BY QUALIFIED PERSONNEL ONLY. SERIOUS PERSONNEL AND EQUIPMENT HAZARDS EXIST DURING THE OPERATION OF THE MACHINE. DO NOT BYPASS OR DISCONNECT ANY SAFETY FEATURES. PERSONNEL MUST GUARD AGAINST EXCESSIVE EXPOSURE TO PERCHLOROETHYLENE VAPORS, CONTACT OF THE SOLVENT WITH THE SKIN, INGESTION AND SPLASHING OF SOLVENT INTO THE EYES. ENSURE ADEQUATE PERSONNEL PROTECTIVE EQUIPMENT IS AVAILABLE IN THE EVENT OF A SOLVENT LEAKS, SPILLS OR OTHER MISHAPS. THE MACHINE SHALL BE OPERATED IN AUTOMATIC MODE UNLESS SPECIAL CIRCUMSTANCES DICTATE OTHERWISE. DO NOT LEAVE THE SPACE UNATTENDED WHILE THE MACHINE IS IN OPERATION.

#### **OPERATING INSTRUCTIONS**

1. VERIFY POWER AND VENTILATION IS TURNED ON AND STEAM, WATER AND AIR VALVES ARE OPENED AS APPLICABLE. DRY CLEANING PLANT WILL NOT OPERATE WITH THE EXHAUST VENTILATION SECURED. DO NOT OPERATE MACHINE WITHOUT ADEQUATE STEAM OR COOLING WATER.
2. LOAD MACHINE WITH CLOTHING, DO NOT EXCEED MAXIMUM CAPACITY OF MACHINE. CLOSE AND SECURE LOADING DOOR.
3. START MACHINE. PLACE TIMER DIAL IN START POSITION AND PUSH START BUTTON. ON CLOSED CIRCUIT MACHINES WITH CARD CONTROLLER DEPRESS RESET BUTTON AFTER MACHINE HAS BEEN ENERGIZED, DEPRESS THE AUTOMATIC MODE PUSH BUTTON, INSERT THE PROGRAM CARD IN THE CARD TRANSMITTER SLOT, PLACE THE PROGRAM PAUSE BUTTON IN THE READY POSITION AND DEPRESS THE GREEN START BUTTON TO ACTIVATE THE FORMULA.
4. ALLOW THE MACHINE TO OPERATE THROUGH THE FULL AUTOMATIC OPERATION. PERIODICALLY MONITOR THE MACHINE OPERATION AND INFORM THE LAUNDRY SUPERVISOR OF ANY ABNORMAL OPERATION OR PRESENCE OF SOLVENT VAPORS.
5. AT CYCLE END CANCEL SIGNAL. ON CLOSED CIRCUIT MACHINES CANCEL SIGNAL BY DEPRESSING THE "AUTO" BUTTON, DO NOT TURN THE MACHINE OFF PRIOR TO UNLOADING CLOTHES OR THE DOOR EXHAUST FAN AND WATER SEPARATOR DRAIN WILL NOT ENERGIZE. OPEN CYLINDER DOOR AND REMOVE GARMENTS.
6. NOTIFY DRY CLEANING SUPERVISOR IF RESIDUAL SOLVENT SMELL REMAINS IN GARMENT WHEN REMOVED FROM PLANT. RESIDUAL SMELL IS AN INDICATION THE PLANT IS NOT DRYING, RECLAIMING OR DEODORIZING PROPERLY. THE PLANT SHOULD NOT BE RUN IF THE SOLVENT SMELL REMAINS EVIDENT IN THE FINISHED GARMENTS.

## **OPERATING INSTRUCTIONS AND SAFETY PRECAUTIONS**

### **DRY-CLEANING PRESS**

#### **WARNING**

THIS EQUIPMENT SHALL BE OPERATED BY QUALIFIED PERSONNEL ONLY. SERIOUS PERSONNEL AND EQUIPMENT HAZARDS EXIST DURING THE OPERATION OF THE PRESS. DO NOT BYPASS OR DISCONNECT ANY SAFETY FEATURE SUCH AS THE DUAL CLOSING BUTTONS, SAFETY BAR AND HEAD LOCKING MECHANISM. DO NOT OVERRIDE TWO-HAND OPERATION.

#### **OPERATING INSTRUCTIONS**

1. PRIOR TO OPERATING THE PRESS ENSURE PROPER STEAM PRESSURE OF 75-80 PSI TO OBTAIN A HEAD TEMPERATURE OF APPROXIMATELY 275<sup>0</sup>F. ADJUST AIR PRESSURE TO 80 PSI.
2. INSPECT PADDING. PADDING SHOULD BE 3/4 TO 1 INCH DEEP, RESILIENT, CLEAN AND NOT EXCESSIVELY WORN. PADS SHOULD BE CHANGED BI-MONTHLY AND COVERS WASHED WEEKLY.
3. LAY GARMENT ON BUCK.
4. LOWER PRESS HEAD BY DEPRESSING BOTH CLOSING BUTTONS SIMULTANEOUSLY OR BY PULLING DOWN ON THE SAFETY BAR UNTIL THE HEAD IS CLOSED AND LOCKED. RELEASING ONE OR BOTH BUTTONS ON THE DOWN STROKE WILL RELEASE THE HEAD TO THE OPEN POSITION.
5. INJECT STEAM INTO GARMENT BY DEPRESSING THE MANUAL HANDLE FOR HEAD STEAM AND/OR DEPRESSING THE MANUAL FOOT PEDAL FOR BUCK STEAM. REMOVE MOISTURE AND SET THE FINISH IN THE GARMENT BY DEPRESSING THE MANUAL FOOT PEDAL TO ACTIVATE THE VACUUM.
6. DO NOT LEAVE PRESS UNATTENDED WHILE GARMENT IS IN THE PRESS AND THE HEAD IS IN THE CLOSED POSITION.
7. AFTER THE GARMENT HAS BEEN PROPERLY PRESSED RELEASE THE HEAD BY EITHER DEPRESSING THE OPEN BUTTON OR LIFTING UP ON THE SAFETY RELEASE BAR.
8. REPEAT ABOVE STEPS FOR THE REMAINING LAYS.
9. AFTER GARMENT IS COMPLETELY PRESSED REMOVE AND HANG AS SOON AS POSSIBLE.