



Washing Process Procedure (Cherry Tree – Braunex Nos 1 – 3)

Procedure Number
WCDHB-LDY-001

Version Nos:
3

1. Purpose

This Procedure is performed as a means of ensuring that the washing process is undertaken in a safe and efficient manner utilising the Cherry Tree – Braunex machine.

2. Application

This Procedure is to be followed by all Laundry staff throughout the West Coast District Health Board (WCDHB).

3. Definitions

There are no definitions associated with this Procedure.

4. Staff Authorised To Perform Procedure

This Procedure shall be performed by:

- all laundry staff.

5. Resources Required

This Procedure requires:

- Cherry Tree – Braunex machine
- sorting barrows

6. Process

1.00 Safety Precautions

- 1.01 Always check to ensure that the brake is fully engaged before opening the door.
- 1.02 Ensure that each compartment door is securely closed before moving to the next compartment.
- 1.03 Keep fingers away from the edge of the barrow when manoeuvring the barrow into position before loading the machine.
- 1.04 The floor area around the machine is to be kept clean and dry at all times.
- 1.05 All 3 compartments of the machine must be correctly loaded by weight before starting the machine.
- 1.06 The Nos 1 & 2 Machines are the only machines to be used for foul and infectious linen.



Washing Process Procedure (Cherry Tree – Braunex Nos 1 – 3)

Procedure Number
WCDHB-LDY-001

Version Nos:
3

2.00 Loading The Machine

- 2.01 Each machine contains 3 pockets labelled 1,2 ,3 which are to be loaded in this order.
- 2.02 When loading linen into the machine all 3 compartments **MUST** be emptied first before loading dirty linen into the machine. This is to prevent contamination of the washed linen.
- 2.03 When loading all other linen the machine compartments are emptied and loaded in one sequence.

3.00 Operating The Machine

- 3.01 The main “ON” switch is a lever located on the right hand side of the machine.
- 3.02 The washing programme for each wash category are on individual cylinders.
- 3.03 The wash programme controls temperature and wash time. A further pre set programme controls chemical additives.
- 3.04 Before activating a washing programme the can is returned to its beginning position. This is identified by the position of the teeth in the can slots and can be correctly positioned by using the black handle on the side of the machine.
- 3.05 After filling each compartment, close the compartment door and make sure that the pin is well into the housing.
- 3.06 Close the outside door firmly and lock with the lever.
- 3.07 Release the washer brake by depressing the switch on the front of the control panel. The washer will start automatically once the brake is released.
- 3.08 After completing the prescribed cycle a bell rings. The bell is to be switched off by pressing the marked button.
- 3.09 Activate the washer brake button (a red light indicates the brake is on).
- 3.10 Undo lock and open the door.
- 3.11 Empty the washer compartments in sequence and reload machine.



Washing Process Procedure (Cherry Tree – Braunex Nos 1 – 3)

Procedure Number
WCDHB-LDY-001

Version Nos:
3

7. Precautions And Considerations

- ➔ Safety precautions associated with the washing process are to be observed at all times
- ➔ The machine is to be loaded and emptied in the correct sequence
- ➔ Ensure door has been firmly closed.

8. References

- Laundry Guidelines For Rest Homes And Small Hospitals (Ministry of Health)
- Health and Disability Sector Standards NZS 8134:2001 (Standards NZ)

9. Related Documents

- Wash Sorting Procedure
- Washing Process Procedure – IPSO 234
- Washing Process Procedure – Seibt and Knapp
- Drying Process Procedure – Colmac Slim Line 1200
- Drying Process Procedure – Kamsin 1 – 4
- Drying Programmes Nos 1 – 3 Dryers
- Drying Programmes Nos 4 Dryer
- Ironing Process Procedure – Foldmaker 35
- Respirator Instructions – Survivar Blue 2000

Revision History	Version:	3
	Developed By:	Laundry Supervisor
	Authorised By:	GM- Corporate Services
	Date Authorised:	October 2002
	Date Last Reviewed:	November 2006
	Date Of Next Review:	November 2008



**Washing Process Procedure
(Cherry Tree – Braunex Nos 1 – 3)**

Procedure Number
WCDHB-LDY-001

Version Nos:
3

This Page Is Deliberately Blank