

## Chapter 8 Outline

Planning the OPL  
  Laundering Linens  
  Sort through the Laundry Room to Find Big Energy Savings  
The Flow of Linens through the OPL  
  Collecting Soiled Linens  
  Transporting Soiled Linens to the Laundry  
  Sorting  
  Loading  
  Washing  
  Extracting  
  Finishing  
  Folding  
  Storing  
  Transferring Linens to Use Areas  
Machines and Equipment  
  Washing Machines  
  Drying Machines  
  Steam Cabinets and Tunnels  
  Flatwork Ironers and Pressing Machines  
  Folding Machines  
  Rolling/Holding Equipment  
  Preventive Maintenance  
  Staff Training  
Valet Service  
  Contract Valet Service  
  On-Premises Valet Service  
  Accepting Outside Laundry  
Staffing Considerations  
  Staff Scheduling  
  Job Lists and Performance Standards

## Competencies

1. List factors to consider when planning an on-premises laundry operation for a hotel. (pp. 319–325)
2. Outline the steps involved in processing linens as they flow through an on-premises laundry operation. (pp. 326–340)
3. Identify the various types of machines and equipment that might be found in a hotel's on-premises laundry operation. (pp. 340–346)
4. Summarize valet service (guest laundry) issues. (pp. 346–349)
5. Describe effective staffing and scheduling practices for on-premises laundry operations. (pp. 349–353)