

STANDARD OPERATING PROCEDURES

Gravity-Feed Industrial Steam Iron

DO NOT use this equipment unless you have received authorization from the Shop Coordinator.



Secure loose clothing, hair, and jewelry.



Closed-toe footwear must be worn.

Potential Hazards and Injuries

- ⚠ Burns/Scalding (Soleplate may be over 200°C [392°F])
- ⚠ Electric Shock/Electrocution
- ⚠ Fire

Pre-Operational Safety Checks

- ✓ Disconnect the power plug before filling the water tank.
- ✓ Ensure the hang bottle is secure and hoses are securely connected. The bottom of the bottle should be more than 5 feet away from the ironing surface.
- ✓ Tie the hose and power cord together to prevent entanglement.
- ✓ Use chain links or similar to hang electrical wire and hose from a hook, never slide the wire or hose directly over a hook.
- ✓ Ensure that drips of water from the tank will not be able to run down the electrical cord towards the outlet. Use a drip-loop in the cord if necessary.
- ✓ Ensure the power cord is in good condition, and shows no signs of wear. Report damaged or malfunctioning equipment *immediately*, then tag and remove it from service.
- ✓ Ensure no more than one iron is connected to any one wall outlet.
- ✓ Check for any precipitate buildup on the soleplate and clean off before heating the iron.
- ✓ Plug in the iron, then set the temperature to a Cotton and Wool (No. 4) setting and let the iron heat up for ten minutes. Do not leave the iron unattended during this time.
- ✓ Open the bottle valve and allow the hose to fill with water by pressing the steam switch.
- ✓ Ensure no flammable materials are near the ironing workstation.

Safe Practices During Operation

- ✓ When not pressing, place the iron on the supplied iron rest. Do not stand it on its back!
- ✓ Always unplug the iron when unattended or not in use.
- ✓ Keep flammable materials away from the ironing workstation.
- ✓ Always be wary of steam, and keep hands, body, and face away from soleplate during operation.
- ✓ If temperature controls are not cooling the iron when turned down, report the defective equipment and remove it from service.

Ending Operations and Cleaning Up

- ✓ After operation, release all steam from the iron, then power down and unplug the iron.
- ✓ Always disconnect plug by holding the plug itself, do not pull from the cable.
- ✓ Leave the iron to cool for at least 30 minutes, and do not leave it unattended during this time.

DON'T

- ⊗ Never test the heat of the soleplate with your skin, even if you believe it is cold.
- ⊗ Never spray iron steam towards a person or animal (never steam a garment while someone is wearing it).
- ⊗ Do not plug multiple irons into the same power socket. This can draw more current than the wires in the wall are rated for and cause a fire.
- ⊗ Never fill water tank while iron is plugged in.
- ⊗ Never use or attempt to repair damaged or malfunctioning equipment. Notify your supervisor and remove it from service.
- ⊗ Don't use any equipment with damaged power cords.
- ⊗ Don't use on an uneven surface.
- ⊗ Do not stand the iron on its back. Place it on the supplied iron rest when not pressing.
- ⊗ Never leave a powered-on iron unattended.

SOP must be used in conjunction with an effective training program