

INDUSTRIAL LAUNDRY EQUIPMENT PROCEDURE

1.0 INTRODUCTION

1.1 This procedure describes under what circumstances ARK will provide industrial laundry equipment and what action ARK will take to ensure that any industrial laundry equipment is well maintained and safe to use.

1.2 This procedure is supported by other procedures and current legislative and regulatory requirements, including the standards and outcomes set out in the Scottish Housing Charter which Social Landlords aim to achieve when performing their housing activities. i.e.

- Standard 13 – Value for money:

Social landlords manage all aspects of their businesses so that:

- Tenants, owners and other customers receive services that provide continually improving value for the rent and service charges that they pay;

2.0 PROVISION OF LAUNDRY EQUIPMENT

2.1 Following the agreement and approval from Finance, Care & Support and Housing, ARK will provide industrial laundry equipment in the following circumstances:

- Communal Laundry provision within Hoseason Gardens, Edinburgh
- HMO setting
- Care Home setting
- Individual tenancies where there service users may have faecal incontinence, which in turn poses a risk to the health & safety of staff who support that person. In these circumstances the Maintenance Team will apply for Scottish Government Funding (Stage 3 funding).

2.2 ARK will provide the following items of industrial equipment:

- Washing machine (non-slucice)
- Washing machine (slucice)
- Dryer
- Dishwasher

2.3 ARK has historically leased laundry equipment from a laundry provision company, who provided their own branded equipment. In 2012 a number of sites were due to get replacement provision and at that stage a tender exercise was undertaken to review the cost of leasing versus the cost of outright purchase. It was assessed to be more cost efficient to purchase outright and charge back over a period of 5 years.

2.4 As and when a requirement to provide equipment is identified, either as a replacement to leased equipment or as a new provision, ARK staff from within the Housing team, in conjunction with on site support staff, will assess the size of the service and decide on the capacity/size of the equipment to be provided.

3.0 INSTALLATIONS

3.1 The preferred contractor for supplying the equipment is THAIN Commercial Ltd.

3.2 Contact details are as follows:

Address: Thain Commercial Ltd,
31 Deerdykes View,
Westfield Industrial Estate,
Cumbernauld,
G68 9HN

Tel: 01236 727 117
Email: info@thain commercial.com
www: thaincommercial.com

Contact: Scott Falconer, Sales Manager
Tel: 07740780551

3.3 As and when a new piece of equipment is ordered, a purchase order will be issued to THAIN, a copy of which will be sent to the Finance team.

3.4 This will detail the address of the property and the make & model of the piece of equipment & whether the additional 5 year warranty will be purchased.

3.5 On completion of the installation, THAIN'S engineer will provide a copy of the installation certificate along with the commissioning certificate and written confirmation that the relevant support staff have been given a full demonstration of how to use the equipment and carry out regular, routine maintenance checks (such as cleaning the filters). Thereafter Care & Support staff will undertake the regular weekly checks.

4.0 RECORD KEEPING

4.1 The full list of equipment will be recorded in the following document:

M:\MaintHouse\INDUSTRIAL EQUIPMENT>List of Laundry contracts

4.2 Staff will update this list as and when a new piece of equipment is installed.

4.3 A copy of the purchase orders will be saved in this folder.

4.4 A copy of the annual service document will be saved in this folder.

4.5 A copy of extended warranty will be kept in this folder.

5.0 CALCULATING SERVICE CHARGES

5.1 The cost of the laundry provision will be calculated as follows:

| | | | |
|------------------------------------|----------------------------|--------------------------------|-------------------|
| Address: | | | |
| Item: | Dryer | Sluice washer x 2 (Note 1*) | |
| Cost: | | | |
| 4 year extended warranty (Note 2*) | | | |
| INC VAT @ 20% | | | |
| INC ADMIN CHARGE @ 10% | | | |
| TOTAL COST | | | |
| Total Monthly cost / 60 months | | | |
| | | | |
| Annual servicing/month / 12 months | | | |
| Responsibility for cost: | Housing | | Capita updated |
| | Care Home – Care & Support | | |
| Date charge to be applied from | | | |

5.2 There may be additional costs associated with providing plinths, or upgrading electrics & providing additional drainage options. For the latter, the installer and the maintenance team will liaise. These costs will be added on to the monthly charge.

5.3 Where a furniture charge is already in place, the cost of the equipment & warranty will be included in the furniture charge. If a furniture charge is not in place, it will be listed within the rent accounting package as a LAUND charge.

5.4 The cost of the annual service will be included as a General Service charge (GENSERV) within the rent accounting system.

5.5 In the case of Care Homes, as the funding for these is directly from the Social Work Department, the C&S Finance team will be advised of the **weekly** charge which will be applied to the project budget. This charge will added onto the 1st bedroom at the Care Home, rather than split between all the rooms.

5.6 The Head of Housing Services will ensure that the Rent accounting system is updated.

6.0 IMPLEMENTATION AND REVIEW

6.1 The Head of Housing Services is responsible for ensuring that this policy is implemented, and that all relevant costs incurred by ARK are recovered through service charges.

6.2 The Head of Housing Services will ensure that this procedure is reviewed at least every three years by SLT.

Approved by the SLT:
Review of procedure due by:
Complies with:

January 2017
January 2020
SSHC Outcome 13