|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| LAUNDRY PROCEDURES | | | | NO. | |
| **Laundry Procedures**   * Wear aprons, gloves and sleeves when handling dirty linen and to wash your hands well after handling soiled linens. * Goggles, sleeves, gloves and aprons must be worn when handling chemicals. * Mist masks are on a voluntary basis. * Load wash machines if there are linens left from the day before. Spray Oasis Pro 14 around outside opening before closing door. * Pick up soiled personals and linens off wings. Check whirlpool room and hair salon for soiled linens. Sort into correct tubs. * See what you need on A and B wing linen closets and stock them. * Pick up dirty linens off the wings every 2 hours or whenever you are called to a wing. It also must be picked up around 1:00pm or before you go home. * Bring in dirty linen from the soiled utility room throughout day as you have room in your tubs for it. Bring in bags from the back first and work your way to the front. * Soiled Linen Tubs are to be closed during transportation. * Infectious linen is always placed in red Bio-Hazard bags. \*\*(See section on infectious linens.) * Lift slings are to be washed as scheduled. Check seams, connectors and watch for rips and weak spots on slings. Report to supervisor if they need to be replaced. * Restock A-B wing clean linen closets before you leave in the afternoon. * Clean soaker pads need to be delivered before you leave for the day. * Clean linen needs to be covered when delivering to the wings. * Clean lint out of dryers. Wipe down and disinfect washers and dryers. * Sweep and mop floors. Take out garbage. * Linen tubs are to be cleaned out and disinfected daily and spray with disinfectant. * Linen carts are to be covered and other items are to be covered for the night. Shut off air conditioner, power to machines and fans. Shut off lights and lock doors and close door between the soiled and cleaned linen room. * Dust mops get washed on a weekend day. * Do not leave rags to dry in the dryers without supervision. * Lock doors during breaks and lunch or when you will not be in area for extended amount of time. | | | | | |
| Approved: | Effective Date: | Revision Date:  4/07; 3/17 | Change No.: | | Page:  1 of 2 |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| LAUNDRY PROCEDURES | | | | NO. | |
| **For Isolation**   * Wear apron, gown, gloves and sleeves. * Isolation carts are lined with red Bio-bag and melt-away bags inside the resident’s room. A laundry basket is placed in the room for their personals. A red Bio-bag and melt-away bag is placed in this. Do not touch contents of any Bio-bags. Empty them directly into the washers and wash alone. * Isolation personals are to be washed separately, also. * Isolation is to be picked up every day.   **Personals**   * When personals are completed washing and drying, fold, hang and take to the respective wings to be distributed. | | | | | |
| Approved: | Effective Date: | Revision Date:  4/07; 3/17 | Change No.: | | Page:  2 of 2 |