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|  Linen Service | NO. 664 |
| POLICY:The Laundry Department will be the responsible organization for the distribution, stocking and assembling of linen supplies.PROCEDURE:1. The facility linen requirements are satisfied by an onsite laundry.
2. Linen is collected and sorted daily, cleaned and assembled for delivery to the units. Linen collected when the laundry is not in operation is contained in a soiled linen room until the following scheduled workday.
3. Typically residents receive (1) bath towel, (1) hand towel, (1) sheet, (1) pillow case and (1) wash cloth. Additional linens are available when needed.
4. Soiled linen is collected and/or bagged by Housekeeping/Laundry or Nursing when necessary and put into the soiled linen room to be sorted and cleaned.
5. At minimum, 3 bed changes per resident will be kept in facility.

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| Approved: | Effective Date: |  | Change No.: | Page: 1 of 1  |