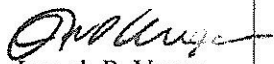


**GUAM MEMORIAL HOSPITAL AUTHORITY
LAUNDRY DEPARTMENT MANUAL**

APPROVED BY:	RESPONSIBILITY:	EFFECTIVE DATE:	POLICY NO.	PAGE
 Joseph P. Verga MS, FACHE Hospital Administrator/ CEO	Laundry	07/28/92	6460-3.60	1 of 2
TITLE: CLEAN LINEN CONTROL				
LAST REVIEWED/REVISED: 11/2011; 03/2013				

PURPOSE:

To minimize the loss and/or theft of hospital linen.

POLICY:

It is the policy of Guam Memorial Hospital Authority (GMHA) that:

- All linen used by GMHA is to remain on hospital property.
- Extra clean linen are not to be stored in patient rooms, staff lockers, nursing stations, etc.
- Clean linen are not to be used to line shelves, push carts, nursing stations, or to be utilized as table cloths.
- Patient gowns are not to be worn by staff in or out of the patient care units.
- Rented scrubs are not to be worn off hospital premises.
- All soiled linen hampers are to be kept in the patient's room. At no time should soiled linen hampers be placed in hallways.
- Torn linen or excessively soiled linen is not to be discarded. All torn linen should be placed in separate plastic bag with a notation notifying Laundry personnel of the torn linen.
- Each patient care unit is responsible in assuring that soiled linen is free of foreign objects (that is, sharps, tubing, syringes, medication vials, patient personal possessions, etc.) before discarding in soiled linen hampers.

PROCEDURE:

1. All clean linen is distributed daily in a closed cart by the Laundry personnel and placed in a designated clean utility room.
2. A par level of linen has been established for each designated area and shall be maintained by the Laundry Department. Additional Laundry may be requested from the Housekeeping or Nursing Supervisors.
3. Patient Care Unit staff members obtaining linen from the clean linen cart to be used for morning patient care must distribute the linen immediately to each patient's room.
4. Clean utility push carts may be utilized to distribute linen for morning patient care provided that the push carts are covered with a protective cover to minimize contamination from surface contact or airborne deposits on the clean linen.

5. No linen should be stored on utility pushcarts in the hallways at any time.
6. Individual patient care linen requirements will be obtained directly from the clean linen utility cart and taken directly to the patient's room for immediate use.
7. All soiled linen must be placed in the appropriate soiled linen hamper in every patient room. Linen are not to be discarded on the floor at any time nor be utilized to mop and/or wipe up spills or be discarded into trash receptacles.