


**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	6460-3.70	1 of 3
TITLE: LINEN CONTROL CITATION				
LAST REVIEWED/REVISED: 11/2011; 03/2013				

PURPOSE:

The purpose of this policy is (1) to provide documentation and a means of reporting violations of Guam Memorial Hospital Authority Policy 6460-3.60 *Clean Linen Control*; and (2) To identify problems and implement immediate action to minimize the loss and/or theft of hospital rental linen.

POLICY:

It is the responsibility of the Chief of Environmental Services and/or Laundry Manager to conduct periodic inspections as authorized by the Executive Management Council and shall use the citation form (*see* Attachment A) to document any linen control violations from issuances to department heads, unit supervisors, and employees.

PROCEDURE:

1. A notice of violations shall be issued immediately when a condition is recognized that is not compliant with the GMHA Policy 6460-3.60 *Clean Linen Control*.
2. Signature of acknowledgement shall be required by the department head and/or unit supervisor of the employee.
3. The Chief of Environmental Services and/or Laundry Manager shall provide abatement measures necessary to eliminate and make surveillance to ensure GMHA Policy 6460-3.60 *Clean Linen Control* is followed and enforced.
4. Copies of the citation form shall be kept in the Laundry Department files, Chief of Environmental Services department files, Office Personnel Files, and one shall be forwarded to the Executive Management Council for review.
5. Disciplinary actions will be as follows:
 - a. First Citation—Verbal warning
 - b. Second Citation—Letter of warning
 - c. Third Citation—Letter of Reprimand

Continued disregard of this policy will result in further disciplinary actions such as suspension, demotion, and dismissal.

6. Monitoring of citation will be reported in the Laundry Department's Performance Improvement Plan.

ATTACHMENT A



Guam Memorial Hospital Authority
850 Governor Carlos G. Camacho Road
Tamuning, GU 96913



CLEAN LINEN CONTROL CITATION FORM

Name

Section/Department

Location

Date

Time

You have failed to comply with the GMHA Policy 6460-3.60 *Clean Linen Control* specifically:

You are reminded that compliance with the GMHA Policy 6460-3.60 *Clean Linen Control* is mandatory.

Comments:

Please be advised that this document will be made a part of your Official Personnel File located in the Human Resources Department. Continued disregard of this policy and procedure will result in further disciplinary actions recommended by the Hospital Administrator/CEO.

Acknowledged by:

Issued by:

Print Name

Print Name

Signature

Signature

Date: ___/___/___

Date: ___/___/___

Cc: Official Personnel File
Executive Management Council
Hospital Administrator/CEO