
 OSPITAL NG PARAÑAQUE 		Document Code: OSPAR-ADM-LINEN 002
ADMINISTRATIVE DIVISION APPROVAL MATRIX		Issue Date:
		Section / Department LINEN SECTION
		Page No. 1 of 2
Policy Title: POLICY ON ENSURING LINEN FROM OUTSOURCED SERVICES ARE CLEAN		
Prepared By: Imelda H. Velasquez Head, Linen Section	Reviewed By: Arnaldo S. Cortes, RN Supervising Administrative Officer Darius J. Sebastian, MD, MPH,PHSAE Hospital Administrator	Approved by: Jefferson R. Pagsisihan, MD, MHM Hospital Director

OBJECTIVES: To define what services this section can effectively deliver as those that needs to be done through accredited outside service contractor.



COVERAGE: This policy shall cover this area alone.

RESPONSIBILITIES:

- I. It shall be the responsibility of the Head to monitor the effectiveness of this policy; to ensure the condition of all materials, linen and other, issuance shall be always at its best to enforce the authorized and approved supplier to deliver good and quality supplies and timeliness of all deliveries.
- II. It shall be the responsibility of the staff within to abide with the rules always incorporated into this policy.
- III. Responsibility of a Linen Attendant for assuring an adequate quantity of linen is maintained throughout the Hospital by restocking and delivering

POLICY:

- I. This policy shall set the guidelines to follow in classifying sorted linen and other material as to whether for in house laundry or not.
- II. This policy shall likewise ensure that all considered special areas of the hospital be always supplied with their daily requirements of linen to the fullest.
- III. This policy shall ensure that all laundered linen shall pass through tests for freshness, stainless and color of fabric maintained.

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- IV.** The Hospital must have a sorting area of Soiled Linen to ensure the safety of both party (Linen attendant, patients) to prevent risk disease transmission.

PROCEDURE:

- I. After daily collection of soiled/used linens from all clinical areas, the staff sorting/classifying as to the following guidelines.
 - A. In-House Laundry
 - * Materials that are to be serviced within the hospital only.
 - * Includes small linen and delicate fabrics, if available.
 - * Includes all linen requirements of NICU, eye sheets, towels as wrappers for minor and major operations, other towels, and patient/doctor gowns.
 - B. Outsource Laundry
 - * Includes all large linens such as beddings, plain sheets, and draw sheets.
 - * Includes curtains or other linen whose size are as that of the previous.

Implementation Date: Implemented since 1979

Schedule for Policy Review: Reviewed periodically as necessary

Last Reviewed: March 2011, March 2022