



# Repair And Condemning Of Linen Procedure

Procedure Number

CHC-PG-0055

Version Nos:

6

## 1. Purpose

This Procedure outlines the process for the repair and condemning of linen throughout the West Coast District Health Board (WCDHB).

## 2. Application

This Procedure is to be followed by all staff throughout WCDHB.

## 3. Definitions

There are no definitions associated with this Procedure.

## 4. Responsibilities

For the purposes of this Procedure:

*All Staff Members are* required to:

- ensure they abide by the requirements of this Procedure.

## 5. Resources Required

This Procedure requires:

- i) Linen

## 6. Process

- 1.00 Dirty linen is to be sent to the Grey Hospital Laundry where it is to be inspected for obvious holes, inappropriate size, significant thinning and staining.
- 1.01 Linen that passes inspection is handled according to the
- 1.02 Linen that fails inspection is to be sent to the Sewing Room.
- 1.03 Upon arrival at the Sewing Room the linen is inspected.
- 1.04 Linen that cannot be repaired is sent for disposal.
- 1.05 Linen that can be repaired is repaired and returned to the Laundry for distribution.

## 7. Precautions And Considerations

- ➔ Dirty linen is to be sent to the Grey Hospital Laundry
- ➔ Linen that fails inspection is to be sent to the Sewing Room.
- ➔ Linen that can be repaired is repaired and returned to the Laundry for distribution.

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## 8. References

There are no references associated with this Procedure

## 9. Related Documents

WCDHB Wash Sorting Procedure

<b>Revision History</b>	<b>Version:</b>	6
	<b>Developed By:</b>	Quality Improvement Co-Ordinator
	<b>Authorised By:</b>	Chief Executive Officer
	<b>Date Authorised:</b>	January 1999
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