



## Laundry Service Imprest

Version No:

4

The daily and weekly kilo and item totals will be recorded in Grey Laundry. This is for Ward records only and is to be used to assist in compiling the imprest order.

Hokitika, Buller and Reefton ring their order directly to Grey Laundry as early in the morning as is possible to assist the dispatch area to have orders ready for transport ie, 9.30 am deadline.

Once the daily linen needs have been established, Consumers order only linen required until the next deliver, plus a **small** surplus for unanticipated needs.

Over ordering is not a sound practice for the following obvious reasons:

- It will increase linen costs over actual needs.
- It will reduce the linen available to other areas.
- Linen which remains on the shelf will not remain “clean”

<b>Revision History</b>	<b>Version:</b>	4
	<b>Developed By:</b>	Laundry Supervisor
	<b>Authorised By:</b>	GM- Corporate Services
	<b>Date Authorised:</b>	October 2002
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