



ROTATION OF LINEN

- All linen is to be stored in areas or cupboards that will not allow reabsorption of moisture and contamination from surface contact or airborne deposition
- Linen storage areas are required to be dusted and floors swept on a regular basis
- Before placing the daily supply of linen on shelves existing stocks is to be moved to the front
- When unpacking clean linen it is to be placed onto clean surfaces

PURCHASE OF LAUNDRY AND LINEN

- Linen Co-Ordinator is responsible for the purchasing of all new linen items
- A WCDHB Requisition Form is completed and forwarded to the WCDHB Stores Purchasing Officer
- The Linen Co-Ordinator is responsible for contacting suppliers, arranging price and quality and delivery

LINEN QUALITY

- All linen identified as not meeting the required standard is to be placed in a separate bag in the Processing area
- This bag is to be collected by the Sewing Assistant or linen Co-Ordinator and taken to the Sewing Room
- The linen is to be sorted for repair or condemning.
- Repaired linen is placed into a linen bag and taken to the sorted area for washing

LINEN AND CLOTHING REPAIR

- Linen and Clothing is to be repaired as close as possible to the original condition, in an acceptable timeframe
- Items for mending are to be sorted on the day of arrival
- Any items not suitable for repair are to be condemned
- Missing buttons are to be replaced using the button machine
- Clothing is to be repaired using the straight sewer or overlocker
- Items of clothing not suitable to be machined are to be hand stitched



IMPRESSED SYSTEM

- Linen not coded is ordered by a imprest system which identifies linen requirements on a daily basis
- Linen stocks in each Ward/Unit are to be documented on the imprest Form by Laundry staff or other designated Ward/Unit staff
- Linen imprest levels are to be developed for each Ward/Unit in consultation between the Ward/Unit HOD and Linen Co-Ordinator
- Ordering is via phone by 09.30 am each day to the Laundry (extn 2891)
- Completed Imprest Forms are to be sent daily to the Laundry Supervisor
- Ward/Unit staff are responsible for checking stock is received as ordered
- In the event of under/over supply, this is to be recorded on the imprest Form

Revision History	Version:	4
	Developed By:	Laundry Supervisor
	Authorised By:	GM- Corporate Services
	Date Authorised:	October 2002
	Date Last Reviewed:	November 2006
	Date Of Next Review:	November 2008