

CENTRAL STATE HOSPITAL
POLICY

SUBJECT: **CLIENT LINEN EXCHANGE AND CONTROL**

ANNUAL REVIEW MONTH: September

RESPONSIBLE FOR REVIEW: Safety/Environmental Health Mgr

LAST REVISION DATE: January 2008

I. **GENERAL**

The purpose of this policy is to establish a system that will provide adequate linen for client care and define accountability and responsibility for the linen delivery service.

II. **QUANTITY OF LINEN**

Linen is defined as sheets, pillow cases, towels, bath cloths, blankets and spreads. The quantity of linen required for client care in each building is based on an established par level for each building. The par level for each building will be established at the beginning of each fiscal year based on the average daily usage of a typical four week period during the last quarter of the previous fiscal year. The par levels will be reviewed midpoint in the fiscal year and adjusted as needed. The Director of Central Laundry will conduct quarterly checks of the inventory of clean linen in each building. Written reports of the findings of these quarterly checks will be submitted to the Safety/Environmental Health Office (CSH) with copies to Financial Services Office and ISPE.

III. **LINEN EXCHANGE**

The linen exchange cycle is based on the concept of equal exchange of soiled and clean linen, i.e., the amount of clean linen delivered to each building is based on the amount of soiled linen processed for that building the previous day. Torn and/or non-serviceable linen will be removed from circulation and replaced by the Central Laundry on a one to one basis.

IV. **CONTROL OF LINEN**

It is the responsibility of the Service Chiefs to implement internal controls necessary to assure that adequate security and control of linen is maintained and to establish designated locations for the storage of clean linen. Service Chiefs will ensure that employees are trained in the appropriate use of linen which is defined as: Linen shall be for direct care of the client. For example: towels and bath cloths shall be used for client personal hygiene care and not for the purposes such as cleaning the environment, etc. Bibs are to be obtained to be used at mealtimes in lieu of towels. Bed linens shall be used for bed changes, draping clients, providing client privacy and not for table cloths, floor mats, restraints, etc.

The Director of Central Laundry Services will establish a loss/replacement factor (%) and will report the hospital's loss/replacement factor to the Safety/Environmental Health Manager (CSH) at the midpoint and end of the fiscal year.

Approved:

This policy has been approved by the CMO and CEO in April 2008.