


Name of Policy:	Contract Linen Services	 <p>Effective Date: February 28, 2011 Initial Effective Date: July, 1991</p>
Policy Number:	3364-109-EQP-803	
Department:	Infection Control Hospital Administration Medical Staff	
Approving Officer:	Chairman, Infection Control Committee Vice President & Executive Director Chief of Staff	
Responsible Agent:	Infection Control Practitioner	
Scope:	The University of Toledo Medical Center and its Medical Staff	
<input type="checkbox"/> New policy proposal <input type="checkbox"/> Major revision of existing policy		<input checked="" type="checkbox"/> Minor/technical revision of existing policy <input type="checkbox"/> Reaffirmation of existing policy

(A) Policy Statement

Linen services contracted by UTMC will comply with the following requirements.



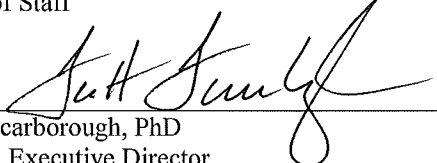
(B) Purpose of Policy

To assure linen supplied to UTMC has been prepared according to guidelines approved through the Infection Control Committee, based on scientific findings and recommendations from the CDC (Centers for Disease Control) and Health Care Laundry Accreditation Council (HLAC)

(C) Procedure

- Bulk linen will be transported to UTMC in a clean cart with clean plastic cover.
- The truck used for transport will be cleaned between clean and dirty loads.
- Annual verification of appropriate linen processes will be made by an inspection.
- Report of verification of the inspection will be made to the Infection Control and Safety Committees.
- The contract laundry service will provide written documentation of wash formulas, water temperature and chemicals used, which will be maintained in the Linen Service Office.
- UTMC Linen Service will visually inspect linens received as to appearance, folding and proper sorting.
- The provider and the UTMC Linen Service will communicate infractions of established policies related to linens received and/or sent.
- Reports of sharps found in soiled linen at the contract laundry service will be documented and reported through the Hospital Safety Committee..

Reference:
<http://www.hlacnet.org/Accredit%20Standards12.18.08.pdf>

Approved by:	Review/Revision Date:
 _____ Julie Westfrink, MD Chairman, Infection Control Committee	<u>3/8/11</u> Date
 _____ John Kane, MD Chief of Staff	<u>03/09/4</u> Date
 _____ Scott Scarborough, PhD Interim Executive Director Sr. Vice President for Finance & Administration	<u>3/10/11</u> Date
<i>Review/Revision Completed By: Infection Control Committee</i>	Next Review Date: 2/1/2014
Policies Superseded by This Policy: 31:EQP-803 Contract Linen Services	