

 <p><b>TEN TEXPROS CO. LIMITED</b> Africa's Premier Provider of Linen Solutions</p>	<b>Doc No: TTP.R.L.012</b>	<b>Prepared By:</b> Ssemuyiga Denis
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## **TEN TEXPROS LAUNDRY SERVICES**

### **GUIDELINE ON MANAGEMENT OF DAMAGED / TORN LINEN AND PERSISTENT STAINS AFTER WASHING**

#### **INTRODUCTION**

Poor and delayed management of torn and damaged linen and linen with persistent stains can lead to high turnovers, thus leading to linen insufficiency and incurring of extra costs. Immediate and appropriate handling of persistent stains or torn linen minimizes its turnover, maintains it in good condition, prolongs its lifespan, maintains sufficient linen stocks, saves costs and ensures patient comfortability.

#### **PURPOSE**

This document serves to guide on timely management of torn, damaged and permanently stained linen so as to prolong its lifespan, maintain its good condition and sufficient stock levels, limit frequent linen replacements and save costs.

#### **SCOPE**

The document shall be used by laundry staff, tailors, housekeeper, nurses, procurement, central store, management and other health workers of Ten Texpros to detect and determine torn, damaged and permanently stained linen and ensure its timely management.

#### **RESPONSIBILITY**

It shall be the responsibility of the supervisor to train staff in proper management of damaged and torn linen.

Laundry staff and housekeepers have the responsibility of sorting out damaged or torn linen for repair or replacing.

Tailors shall ensure timely repair of torn or damaged linen for sufficient linen stock levels.

The hospital management shall have the responsibility of providing sewing materials required to repair or replace torn or damaged linen.

#### **Management of damaged and torn linen**

- Laundry staff in clean section inspect and sort out torn or damaged linen.
- Count and record it in a designated register book by ward, quantity and linen article.
- Place it in a blue plastic container designated for damaged/torn linen and cover it well.
- Remove it from the container within three (3) months and take it to sewing room for repair or condemnation.

- Record linen article type, owner and quantity in linen record book of sewing room on delivery and have it countersigned by both laundry staff and tailors.
- Tailors determine what linen to repair or condemn for replacement.
- Sewing room repairs mendable linen, count and record it in the register book for repaired/unamendable linen.
- Tailors deliver mended linen to laundry from sewing room and have register book countersigned by both tailors and laundry staff to acknowledge receipt.
- Laundry staff reprocess repaired linen and take it back to the respective ward/unit(s).
- Unamendable linen (linen for replacement) is also counted and written off from linen stock book and registered in repairable/unamendable record book.
- Tailors then take the unamendable linen to central store and both parties countersign to acknowledge receipt whilst waiting for its disposal by the disposal committee.
- Laundry supervisor shall make a request for sewing materials needed to replace condemned linen.
- Sewing room makes and replaces exactly the same quantity and type of condemned linen articles as per ward/unit upon receipt of request sewing materials.
- Replaced linen is counted, recorded, taken to laundry and countersigned by both parties to acknowledge receipt.
- Laundry process, counts, records and delivers replaced linen to the respective ward/unit upon countersigning by both laundry and ward staff to acknowledge receipt.

#### **Management of linen with persistent stains after washing**

- Laundry staff inspect and remove linen with persistent stains after washing at every stage, from drying to sorting in clean section,
- Count and record linen with persistent stains in the designated record book,
- Place stained linen in the designated container,
- Never iron linen with persistent stains as this may make the stain harder to remove,
- Take back sorted linen with persistent stains to dirty section and reprocess immediately and specifically. The longer the stain stays in the fabric the harder it becomes to remove.
- Follow the guidelines on stain removal.
- If stains still persist after trying all the necessary options, write off the linen in the repaired/unamendable linen stock register book and take to central store for disposal and replacement.

#### **CONCLUSION**

Timely management of torn, damaged and permanently stained linen maintains it in good condition, prolongs its lifespan, minimizes linen turnover, maintains sufficient linen stock levels, saves money and ensures client safety and comfortability.

#### **REFERENCES:**

- *Linen management manual of Ten Texplos (2025-2029), No.TT.MAN.LIN.001, page 10 section 4.4 viii and page 19 under clean section*

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