

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

### **GUIDELINES ON DELIVERY OF CLEAN LINEN BACK TO WARDS/UNITS**

#### **INTRODUCTION**

Timely and constant supply of adequate, clean and safe linen to patients and health workers is the ultimate end goal of laundry existence in the hospital. It allows timely carrying out of clinical procedures including theater operations and patient bed changing thus creating a safe, neat and welcoming environment for clients. For reliable linen services, each ward/unit must be supplied with clean linen at least once a day or whenever needed. It should also be easily accessible to all healthcare workers. This calls for timely processing of linen, having reliable working conditions such as right and efficient machinery and equipment, sufficient and competent staff, utilities and supplies and sufficient linen that includes reserve linen for emergencies.

#### **PURPOSE**

The document shall guide all concerned parties on the good practices and support required to ensure constant supply of adequate, safe and clean linen to all patients and staff.

#### **SCOPE**

The document shall be used by laundry staff, housekeepers, ward staff and management to understand, appreciate, adhere and support the sustainability of constant supply of adequate, safe and clean linen to all patients and staff.

#### **RESPONSIBILITY**

It shall be the responsibility of the supervisor to train staff in good practices of linen delivery.

Laundry staff and housekeepers have the responsibility of adhering to good practices and timely delivery of clean linen.

The hospital management shall have the responsibility of providing necessary tools like bags and trolleys required to ensure timely and good practices of clean linen delivery.

#### **GOOD PRACTICES WHEN DELIVERING CLEAN LINEN.**

- Responsible laundry team put on appropriate PPEs of;
  - Sky blue uniform when processing clean linen,
  - Brown Push in shoes when inside the clean section,
  - Blue push in shoes when outside,
  - Mask

- Head cap
- Royal blue uniform when supplying clean linen,
- Safety shoes when delivering clean linen.
- Count and record clean linen.
- Pack clean linen in white bags.
- Load packed linen onto trolleys designated to carry clean linen.
- Transport well covered clean linen back to Wards/units
- Distribute clean linen to respective wards/units.
- A ward staff counts, records and countersign receipt of supplied linen as per linen article.
- Clean linen is shelved into appropriate cupboards.

#### **Requirements to sustain constant supply of adequate, clean and safe linen**

- Sufficient linen
- Efficient and effective machinery and equipment
- Adequate staff
- Timely linen processing

#### **CONCLUSION**

Provision of requirements necessary to sustain constant supply of adequate, clean and safe linen and adhering to good delivery practices ensures timely clinical procedures including patient linen changing and theater operations. This creates a neat, safe and comfort environment for clients thus ensuring good customer experience whilst in the hospital.

#### **REFERENCES**

- *Linen management manual of Ten Texpros (2025-2029), No.TT.MAN.LIN.001, page 19*

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