**Chapter C3 – Linen and Laundry Services**

1. **Basic Information**

|  |  |  |
| --- | --- | --- |
| Location(s) of Service |  | |
| Operating hours | |  |

1. **Person-in-charge**

|  |  |
| --- | --- |
| Name in English |  |
| Name in Chinese |  |
| Post Title |  |

1. **Staffing**

3.1 Manpower\*

| **Rank** | **No.** |
| --- | --- |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

*\* “Proposed manpower” for new hospital*

1. **Critical or Major Equipment**

*(e.g. special equipment unique in this service etc.)*

| **Type of equipment** | **Quantity** | **Schedule of maintenance as per the manufacturer’s recommendation** | **Date of last service / maintenance#** |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

*# Not applicable for new hospital*

1. **Policies and Procedures**

|  |  |
| --- | --- |
| 1. An adequate stock of clean linen is maintained for use | Choose an item. |
| 1. A schedule for the changing of linen is set | Choose an item. |
| 1. There are written policies and procedures on handling of soiled linen, in particular linen of patients suffering from infectious diseases | Choose an item. |
| 1. Linen storage rooms are kept clean and in order | Choose an item. |
| 1. When laundry service is provided in house, the washers and dryers are regularly maintained | Choose an item. |
| 1. For occupational safety and health, laundry staff are provided with appropriate personal protective equipment and receive appropriate training on handling of linen / clothing items, chemical detergents and operation of laundry machines | Choose an item. |
| 1. The laundry and related machines, and ventilation system of the laundry are regularly serviced and maintained for effective operations with proper documentation in place | Choose an item. |
| 1. Mechanism is in place and documentation is kept to monitor staff performance and quality of services | Choose an item. |
| 1. If the service is outsourced, there is mechanism to monitor quality of services provided by contractor | Choose an item. |