

Civil Hospital Gurgaon	Standard Operating Procedure No 15	Document No CH/GGN/Laun/10
	LAUNDRY SERVICES	Date of Issue: 01-01-2016

1.0 POLICY:

This applies to the management of hospital's linen ensuring adequate cleaning of the linen for better hygienic hospital environment and their proper accountability.

2.0 PURPOSE:

To provide process, instructions and methodology for Management of Laundry process in the hospital.

3.0 DEFINITION: Nil

4.0 ABBREVIATION: Nil

5.0 SCOPE: Hospital Wide

6.0 RESPONSIBILITY: In charge-Linen and laundry

7.0 DISTRIBUTION: Hospital Wide

8.0 PROCEDURE

8.1 Categories of Linen

Clean Contaminate Linen

Used linen that is apparently not stained with blood, excreta, body fluids etc.

All the linen that is not contaminated is send for washing directly after packing in the laundry bags.

Known, or potentially, infected/ infested linen

Prepared By	Issued By	Approved By
SP	Satri	hda

Civil Hospital Gurgaon	Standard Operating Procedure No 15	Document No CH/GGN/Laun/10
	LAUNDRY SERVICES	Date of Issue: 01-01-2016

All linen that is:

- Grossly contaminated with excreta, blood or body fluids.
- Contaminated linen from a patient who is known, or clinically suspected, to be infectious.

For example salmonella, hepatitis A, B or C, open pulmonary tuberculosis, HIV.

All the contaminated linen is dipped in 5% sodium hypochlorite for 1-2 hrs and first disinfected and then sent for washing.

Patient linen

- Bed linen is changed daily and whenever soiled with blood or body fluids.
- Dry dirty linen is sent to the laundry for regular wash.
- Linen soiled with blood or body fluids, and all linen used by patients diagnosed to have HIV, HBV, HCV and MRSA, is decontaminated by 5% Sodium Hypochlorite solution before sending to the laundry.

OT linen

- All used/ soiled linen and towels are collected in the receptacles provided. They are passed through the disposal window into the disposal corridor of the OT. All soiled linen is decontaminated using 5% Sodium Hypochlorite solution before sending to the laundry. It is then packed in sealed linen bags. All clean contaminated line is sorted and packed in sealed linen bags directly.

8.2 The main laundering procedures in the hospital linen services includes

- Dirty linen collection
- Sorting into soiled and unsoiled linen
- Sluicing
- Washing
- Calendering or pressing
- Delivery of clean linen to wards

Prepared By	Issued By	Approved By
SP	Satri	Verda

Civil Hospital Gurgaon	Standard Operating Procedure No 15	Document No CH/GGN/Laun/10
	LAUNDRY SERVICES	Date of Issue: 01-01-2016

- Repair of linen if necessary and condemnation

DIRTY LINEN COLLECTION:

Collection of dirty linen from wards is the responsibility of the laundry. The laundry linen is therefore be collected by laundry staff every day from all wards and user areas. The dirty linen in the wards is kept in the sluicing rooms till such time it is sent for laundering. Ideally it is sorted as soiled and non-soiled linen by ward staff. Accounting of clothes is done by the help of registers kept in wards and collection slips used by laundry staff.

SORTING:

The sorting of soiled and unsoiled linen is done in ward itself which is again checked in laundry. Further sorting of soiled linen is done into small linen and large linen so that the small linen is not washed away with water while draining the washing machine. The small size linen is washed separately. Such sorting also helps in identifying linen for sluicing.

For routine handling of soiled linen

Soiled linen should be handled as little as possible and with a minimum amount of agitation to prevent gross microbial contamination of the air and of persons handling the linen.

All soiled linen should be bagged or put into special carts at the location where used; it should not be sorted or pre-rinsed in patient care areas. Linen that is saturated with blood or body fluids should be deposited and transported in the cloth bags provided for that purpose.

Soiled linen should be removed from patient-care areas daily and may need to be removed more frequently, depending on the amount of soiled linen that is generated.

SLUICING:

Prepared By	Issued By	Approved By
SP	Satri	Verma

Civil Hospital Gurgaon	Standard Operating Procedure No 15	Document No CH/GGN/Laun/10
	LAUNDRY SERVICES	Date of Issue: 01-01-2016

The small OT linen and other soiled linen are put through sluicing operation. Sluicing is important step for disinfecting the linen as well as to give initial cleaning for removing stains. Bleaching powder or sodium hypochlorite solution is used in this procedure

WASHING:

Sluiced clothes as well as the normal dirty linen shall be then sent for washing in washing machine. The standard inputs for this operation are steam for heating, the water and for every 100 kg of linen following washing agents will be used

- a. Detergent powder
- b. soda ash
- c. bleaching powder

CALENDERING/PRESSING:

The bed sheets and similar other linen items like Drawsheet etc. after the squeezing operation shall be taken directly for calendering operation machine. The other clothes after drying operation are to be put up for steam presses depending upon the size of the linen. Thereafter, they go for folding. Input in this process is steam which comes from the boiler. Pressing by hydraulic presses followed by steam from the boilers are aimed to free the linen from bacteria and make it sterile.

8.3 Transportation of Clean Linen:

Prepared By	Issued By	Approved By
SP	Satri	Verma

Civil Hospital Gurgaon	Standard Operating Procedure No 15	Document No CH/GGN/Laun/10
	LAUNDRY SERVICES	Date of Issue: 01-01-2016

Clean linen is transported and stored by methods that ensure its cleanliness.

Clean Linen is supplied from the Linen Store directly to the user wards/ departments.

- **Contamination of clean linen must be prevented:**
 - Stored in cupboards
 - Transported in clean, dry container/vehicle, which is cleaned and disinfected prior to loading with clean linen.
- Linen that is (or thought to be) contaminated is returned to the laundry for re-processing.

8.4 Storage of clean linen:

Linen is stored with the user wards and departments with nursing sister.

8.5 Routine Handling of Soiled Linen:

- Soiled linen is handled as little as possible and with minimum agitation to prevent gross microbial contamination of the air and of persons handling the linen
- All soiled linen is bagged or put into carts at the location where it was used. It is not sorted or pre-rinsed in patient-care areas
- Linen soiled with blood or body fluids are deposited and transported in bags that prevent leakage
- Linen used by patients diagnosed to have HIV, HBV, HCV and MRSA is decontaminated and then sent for the laundry
- Personnel handling soiled linen are provided with Personal Protective Devices like Workers gloves, Gum boots, Face masks, caps etc.

Prepared By	Issued By	Approved By
SP	Satri	Verda

Civil Hospital Gurgaon	Standard Operating Procedure No 15	Document No CH/GGN/Laun/10
	LAUNDRY SERVICES	Date of Issue: 01-01-2016

Records Generated Linen stock registers

Condemnation Process

- The Condemnation committee is formed by the PMO.
- The committee inspects each and every item of linen meant for discard and recommend for their condemnation and replacement.
- List of items approved for condemnation has to be filled up in the prescribed in the condemnation register.
- A condemnation certificate is issued by the committee.
- Replenishment of linen items condemned by the committee is done by the general store in order to maintain adequate inventory level to ensure smooth functioning of the hospital services.

9.0 REFERENCES :Nil

10.0 RECORDS AND FORMATS:

Prepared By	Issued By	Approved By
SP	Satri	Verka