

	RESOURCE LIBRARY - LAUNDRY Task: Sorting Soiled Linen	CODE: 03.06.012
		EDIT/ON: 1
		PAGE 1 of 1

OBJECTIVE: To ensure all linen is collected and processed correctly.

PROCEDURE:

What	How	Why
1. Remove all dirty linen from HK trolley	Take the dirty linen form the attendant's trolley.	So that the HK trolley will be ready to go to the floors, save time.
2. Separate the linen into the laundry trolley according to degree of dirt, light, medium dirty or very dirty linen	Look for any lost or forgotten items before putting in the trolley. Any item found should be logged as per procedures.	To be ready for washing
3. Identify any torn or stained linen	Should be removed from circulation, knot should be tied in the corner of the linen.	For ease of identification
4. Pillows, bedspread and duvets	Placed always on a chair or table never on the floor.	Hygiene
5. Wear protective items	Gloves and mask should be worn when sorting dirty linen.	Hygiene
6. Keep filling the laundry trolley till it is full then take it to the scale	We should always fill the washing machine to the recommended kg.	So as to save water & chemicals and energy.
7. Always keep the trolley clean	Clean trolley keeps linen clean	Hygiene