The best linen price in the world will not help contain costs for your linen program unless best practices for linen management are implemented. The following are proven best practices that hospitals, both large and small, have found to be effective in aiding to manage their linen.

### REGULAR LINEN COMMITTEE MEETINGS
For excellent communication flow, it is essential to meet regularly with your hospital staff and our Client Service Team Representatives.

### MAINTAIN SECURE STORAGE AREAS
Be sure to lock up and distribute scrubs, microfiber mops and cloths rather than allow staff to get them whenever they want.

### CORRECT PRODUCT USAGE
Instruct your staff in the right product use for the proper job. Set appropriate unit levels of patient room stocking based on an average length of stay.

### ORGANIZE STOCK ROOM
Clearly label all storage shelves with the product name and par level to ensure there is always sufficient linen on hand to service your facility.

### MONITOR INVENTORY LEVELS
Evaluate your inventory levels and reduce large quantities of excess product. Eliminate hoarding. You’ll likely see a difference in your invoices.

### BE PREPARE FOR DELIVERY TIME VARIATIONS
Delivery challenges may occur. Plan ahead for changes in quantities and items to reduce potential off-day service deliveries with additional fees.

### MANAGEMENT TRAINING
Our Client Services Team offers training and resources to help you solve your challenges and the specific needs of your facility and your staff.

### ROUTINELY AUDIT DELIVERIES
Check the completeness and quality of the deliveries, examine the linen, and communicate any issues to your Client Service Team immediately.

### ELIMINATE PRODUCT LOSS
Educate all hospital staff including doctors and nurses with regard to scrub policies as well as the proper procedure for soiled linen processing.

### SOILED LINEN BAGS
Only use properly marked, blue linen bags. Never use plastic bags that can be mistaken for trash and accidentally put into the dumpster.

### LINEN IS NOT BIO-WASTE
Educate all staff that linen should never be placed in a bio-waste bag. All linen should be placed in the soiled linen bags, no matter the level of soil.

### CHECK THE TRASH
Partner with your Environmental Services Dept. to check the trash before it is thrown out to ensure no linen was accidentally thrown into the trash.

### DON’T WASH AT HOME
Never take scrubs home to wash and re-wear. This creates danger for you and your family as well as an infection control risk for the hospital.

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