

# RECOMMENDED BEST PRACTICES FOR LINEN USAGE

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.



## ESTABLISH A CONSISTENT PATTERN OF USE

Provide Superior Linen Service with adjusted patient day statistics every month in order to support you by tracking key items.



## 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.



## 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.



## 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.



## 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.



## 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.



## 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.



## 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.



## 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.



## ROUTINELY AUDIT DELIVERIES

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



## 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.