Standard Operating Procedure of Laundry

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1. Scope

1.1. Applies to all laundry operations within the hospital, ensuring standardized handling, cleaning, and distribution of linens in line with hygiene and safety protocols.

2. Objective

2.1. To establish uniform procedures that maintain cleanliness, prevent infection risks, and provide reliable support to patient care and hospital services.

3. Responsibilities

3.1. Sort linens based on colour, fabric type and washing requirements.

3.2. Pre-treat stains and soiled items as necessary.

3.3. Wash, clean and sanitize linens using industrial washing machines, dryers and other laundry equipment.

3.4. Follow proper procedures for handling contaminated or infectious linens to prevent cross-contamination.

3.5. Fold and organize linens for delivery to different clinical departments.

3.6. Ensure that laundry equipment is properly maintained and operated and report any malfunctions to the supervisor.

3.7. Maintaining records of the number of linens processed, equipment maintenance and inventory levels.

3.8. Respond to requests from hospital staff regarding specific linen needs or concerns.

3.9. Implement environmentally friendly practices when possible, such as using energy-efficient machines or recycling.

3.10. Maintain 5-SCQI in Laundry Unit.