|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **[Linen Management](file:///C:\\Users\\phsja\\AppData\\Local\\Microsoft\\Windows\\INetCache\\Content.MSO\\F143DF4D.xlsm" \l "RANGE!A63) and Linen Storage Areas** | | | | | | |
|  | **Question** | **Guidance** | **Yes** | **No** | **N/A** | **Comments** |
| 1. | Is there a designated area for the storage of clean linen which is separate to used linen? | Check for linen in the sluice or bathroom |  |  |  |  |
| 2. | Is the environment visibly clean? | Check walls, windows, ceilings, fans & light fittings are free from dust/debris/insects etc. |  |  |  |  |
| 3. | Is the environment free from any visible damage/ | Check for flaking paint, damaged walls/ ceilings/window frames & surfaces. Check for evidence of action taken to repair. |  |  |  |  |
| 4. | Is the floor visibly clean? | Check the edges & corners are clean & free of dust & grit. |  |  |  |  |
| 5. | Is the flooring in a good state of repair? | Check for rips & tears. |  |  |  |  |
| 6. | Is all linen stored off the floor? | Visually check. |  |  |  |  |
| 7. | Is the area/room used to store clean linen free from inappropriate items? | Check linen area store for in appropriate equipment, Christmas trees, hair dressing equipment etc. |  |  |  |  |
| 8. | Is used linen stored off the floor? | Visually check. |  |  |  |  |
| 9. | Are water-soluble bags used for soiled &/or infected linen? | Observe practice or ask a member of staff to describe procedure also check availability of bags. |  |  |  |  |
| 10. | Are used linen bags/containers less than 2/3rds full/ | Check linen bags/containers can be secured. |  |  |  |  |
|  | **Question** | **Guidance** | **Yes** | **No** | **N/A** | **Comments** |
| 11. | Are reusable linen bags laundered after use? | Ask laundry staff. |  |  |  |  |
| 12. | Are rigid linen containers/trolleys visibly clean? | Check cleanliness. |  |  |  |  |
| 13. | Is used linen stored in a designated area until collection, e.g. sluice room, dirty utility room? | Ask a member of staff which room used linen is stored in. |  |  |  |  |
| 14. | Do staff wear disposable gloves & aprons when handling soiled linen? | Observe practice or ask a member of staff to describe procedure. |  |  |  |  |
| 15. | Is linen in use in good condition and free from frays, tears etc | Check condition of linen items |  |  |  |  |
| 16. | Is matching linen available | Check Linen |  |  |  |  |
| 17. | Is personal linen laundered separately and appropriately | Check Linen |  |  |  |  |
| 18. | Is there a clear policy about damage to peoples clothing and linen as a result of laundry incidents? | Check Policy |  |  |  |  |
| 19. | Have there been any complaints about linen or laundry management? | Check Complaints book |  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| [**Laundry**](file:///C:\Users\phsja\AppData\Local\Microsoft\Windows\INetCache\Content.MSO\F143DF4D.xlsm#RANGE!A79) **Room** | | | | | | |
|  | **Question** | **Guidance** | **Yes** | **No** | **N/A** | **Comments** |
| 20. | Is there a designated area for laundering used linen, which is well away from food preparation areas, and is laundered via a commercial laundry or in house commercial machine? | Check function of adjacent rooms. |  |  |  |  |
| 21. | Is there a dirty to clean flow in the room? | Check there is no crossover of dirty & clean areas. |  |  |  |  |
| 22. | Is the environment visibly clean? | Check walls, windows, ceilings, fans & light fittings are free from dust/debris/insects etc. |  |  |  |  |
| 23. | Is the environment free from any visible damage/ | Check the edges & corners are clean & free of dust & grit. |  |  |  |  |
| 24. | Are all furnishings & fittings visibly clean | Check all areas are clean, behind & under surfaces |  |  |  |  |
| 25. | Are all furnishings & fittings in a good state of repair? | Where there is damage, check for evidence of action taken to ensure repair or replacement. |  |  |  |  |
| 26. | Are all surfaces smooth, impervious & with coved edges? | Check all surfaces. |  |  |  |  |
| 27. | Is the floor visibly clean?) | Check the edges & corners are clean & free of dust & grit. |  |  |  |  |
| 28. | Is the floor covering washable & impervious to moisture? | Is the floor covering appropriate for the room. |  |  |  |  |
| 29. | Is the floor covering in a good state of repair? | Check for rips & tears. |  |  |  |  |
|  | **Question** | **Guidance** | **Yes** | **No** | **N/A** | **Comments** |
| 30. | Are all work surfaces smooth, impervious, with coved edges to facilitate easy cleaning? | Check all work surfaces. |  |  |  |  |
| 31. | Are all work surfaces visibly clean? | Check all work surfaces throughout the room are dust free, clean & dry. |  |  |  |  |
| 22. | Is there a designated hand wash basin? | Visually check |  |  |  |  |
| 33. | Are mixer taps or thermostatically controlled water available? | Test water temperature. |  |  |  |  |
| 34. | Is the hand wash basin accessible? | Check for obstructions e.g. equipment. |  |  |  |  |
| 35. | Is the hand wash basin in a good state of repair? | Check there are no cracks or chips. |  |  |  |  |
| 36. | Is the hand wash basin visibly clean? | Check plug holes & overflows for cleanliness & build-up of lime scale. |  |  |  |  |
| 37. | Is the soap dispensed from a single use cartridge? | Check cartridges, there should be enough soap for the next two hours. |  |  |  |  |
| 38. | Is the liquid soap dispenser wall mounted? | Check that the dispenser is wall mounted. |  |  |  |  |
| 39. | Is the soap dispenser visibly clean? | Check the nozzle for build-up of soap & debris. |  |  |  |  |
| 40. | Are paper towels available from an enclosed dispenser? | Paper towels should be soft tissue with enough in the dispenser for the next two hours. |  |  |  |  |
|  | **Question** | **Guidance** | **Yes** | **No** | **N/A** | **Comments** |
| 41. | Is the paper towel dispenser visibly clean? | Check underside of dispenser. |  |  |  |  |
| 42. | Is there a promotional (WHO) hand hygiene poster displayed? | Check for poster. It should be laminated, clean & relevant to the room. |  |  |  |  |
| 43. | Is there a hands free domestic waste bin available for the disposal of paper towels? | Visually check. |  |  |  |  |
| 44. | Is the foot pedal of the domestic waste bin in good working order? | Check the foot pedal opens the lid. |  |  |  |  |
| 45. | Is the domestic waste bin visibly clean, including lid & pedal? | Check bins are clean externally & internally. |  |  |  |  |
| 46. | Is the domestic waste bin in good condition? | Check for rust i.e. underneath lid. |  |  |  |  |
| 47. | Is there written guidance regarding how to use the washing machine/tumble dryer? | Ask to see guidance. |  |  |  |  |
| 48. | Is all soiled linen initially laundered on a pre-wash (sluice) machine cycle? | Observe practice or ask a member of staff to describe procedure? |  |  |  |  |
| 49. | Is the washing machine an industrial machine? | Check that it is not a domestic washing machine. |  |  |  |  |
| 50. | Is the tumble dryer an industrial machine? | Check that it is not a domestic machine. |  |  |  |  |
| 51. | Is the tumble dryer vented to the outside? | Check for pipe. |  |  |  |  |
| 52. | It the vent area clean? |  |  |  |  |  |
|  | **Question** | **Guidance** | **Yes** | **No** | **N/A** | **Comments** |
| 53. | Are the daily/weekly checks carried out on the tumble drier – fluff removed, pipe wiped and end checked for blockages or build up? |  |  |  |  |  |
| 54. | Is the washing machine & tumble dryer on a pre-planned maintenance programme? | Check records. |  |  |  |  |
| 55. | Is the washing machine & tumble dryer on a pre-planned maintenance programme? | Check records. |  |  |  |  |
| 56. | Are disposable gloves available? | Visually check. |  |  |  |  |
| 57. | Are single use plastic aprons available? (20,79) | Check they are readily available. |  |  |  |  |
| 58. | Is the laundry room free from food & drink? | Check for the evidence. |  |  |  |  |

Actions;

|  |  |  |  |
| --- | --- | --- | --- |
| What | Who assigned to | Completion Date | Sustainability Check |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Notes/Follow up;