

STANDARD FOR LAUNDRY SERVICES

Name of Facility:

Address:

If comply tick (✓) Yes, if not tick (✗) No. Please add comment for any explanation.

PROVISION	ITEM	YES	NO	COMMENT
	INFRASTRUCTURE & EQUIPMENT			
	Location			
R.105, 112	No laundry operations in patient room/toilet/food preparation area			
	Signs and labels			
R.60	Proper signage and labelling system			
	Entrance and exit			
R.59(3)	Separate service entrance			
R.59(5)	Located close to storage room or area			
R.54(3)	Adequate door size for large carts or bulk goods to pass through (<i>for entrance, store etc.</i>)			
	Ventilation			
R.111(1)(a)	Well ventilated with negative pressures relative to any adjacent room			
R.111(3)	Air movement from the cleanest room to the most contaminated area			
R.111(4)	Laundry exhaust shall be above the roof or 15.2m away from any window and shall not discharge at or near any fresh air inlet			
	Facility and Services			
R.113(1)	The laundry facility shall have sufficient capacity to process a continuous supply			
R.113(2)	The equipment shall be :			
R.113(2)(a)	Provided with safety appliances and sanitary requirements			
R.113(2)(b)	Properly spaced and placed to :			
R.113(2)(b)(i)	Minimize material transportation and operation			
R.113(2)(b)(ii)	Avoid cross operation			
R.113(2)(b)(iii)	Provide storage between operations			
R.113(2)(c)	Designed and installed in compliance with all local by-laws			
R.110, 115, 118	Separate storage for soiled and clean linen (<i>if laundry services not provided</i>)			
R.111	Soiled linen storage area shall be well ventilated			

PROVISION	ITEM	YES	NO	COMMENT
R.113(3)	Hand washing and toilet facilities in laundry			
	Hand washing facilities			
R.68(1)	Soap, appliance and sanitary hand drying facilities			
R.68(2)	All taps are patient-friendly			
R.68(3)	Hands-free taps (<i>optional</i>)			
	Toilet facilities			
R.54(2)	Clear opening for patients' toilet door \geq 0.9m & not swing inward, neither into corridor (<i>optional for other than patients</i>)			
R.69(2)	Disabled person-friendly (<i>fit in wheel chairs</i>) with:			
(a)	Incombustible waste-paper receptacle with removable impervious liner			
(b)	Grab bar			
(c)	Nurse call system			
(d)	Hand washing facilities			
R.427	Separate toilets for male and female staff (<i>optional</i>)			
R.56(2)	No carpet			
	Handling and Removal of Linen			
R.101(2), 104	All linen shall be placed in designated enclosed bags in the immediate area of contamination and transported to storage or holding area			
R.102	Infectious linen placed in a special bag labelled 'contaminated'			
R.103	Nursery linen placed in separate labelled bags 'nursery'			
R.107, 117	Separate enclosed carts for soiled and clean linen transportation			
R.101, 106	Safety precaution observed by staff handling patient's linen			
R.108	No linen chutes			
R.118	All clean linen shall be stored in designated area			
R.119	Sufficient supply of clean linen at all times			
	Janitor's closet			
R.77(1)(a)	Sink (<i>preferably with a floor receptor with mixing taps</i>)			
R.77(1)(b)	Hook strip for mop handle			
R.77(1)(c)	Shelf for cleaning material			
R.77(1)(d)	Waste receptacle with impervious linear			

PROVISION	ITEM	YES	NO	COMMENT
R.77(1)(e)	Hand washing facility			
R.77(2)	Adequate space for mop, bucket & cleaning equipment			
	Overall findings			
S.16(1)(a)	Complies with the building layout plan, design construction and specification to which the approval to establish or maintain relates			
S.16(1)(b)	Equipment, apparatus, instrument, material, article, sample or substance or any other thing found in the premises, or any matter connected therewith			
R.122(2)	Infrastructure and all equipment are kept in good repair and operating condition			
	STANDARD & REQUIREMENT (DOCUMENTATION)			
	Organization & Management			
R.116	Contract or arrangement with commercial laundry services complies with the requirements			
	Personnel			
R.16(4)	Adequate qualified staff to operate the department			
	Policies, standard, procedures and guidelines			
R.22(1),(2)	In accordance to the facilities and services provided			
R.101 – R106	- Handling, cleaning and disinfecting of linen			
R.107(1),(2)	- Transportation			
	- Infection control			
	- Others			
R.93,95-97	Organised housekeeping services planned (<i>cleaning method, germicide selection and cleaning equipment maintenance</i>)			
R.22	Relevant written policies, standards, procedures and guidelines are available and accessible to all personnel			
R.21(2)(a)&(b)	Written policy available to all staff & review every 5 years			
	Records, registers, returns and books			
R.34	Staff register			
R.122(2)	Infrastructure and all equipment are kept in good repair and operating condition			
R.116(2)	Record on visit to commercial laundry services to ensure it complies with the requirements			

PROVISION	ITEM	YES	NO	COMMENT
	Commercial laundry services			
R. 116	Outsourced services must comply with local by-laws (Certificate)			
S. 74	Program and activities on quality			
S.74(1),(2)	Information on quality programme and activities			
	Overall findings			
S.16(1)(c)	Complies with standards or requirements: books, records, policies, standard operating procedures, clinical practice guidelines or the management or related matters			

Comments:	
Recommendation:	
Prepared by:	Verified by:
(Name & Stamp)	(Name & Stamp)
Date :	Date: