

## 28.0 Linen Handling Unit

### 28.1 Introduction

#### 28.1.1 Description

Linen handling involves the collection of dirty linen, sorting, washing folding and storage of clean linen for supply to inpatient and ambulatory care units.

Linen processing may be done within the hospital facility, or offsite in a commercial or shared laundry, depending on the Operational Policy. Each facility shall have provisions for storage and exchange of clean and soiled linen for appropriate patient care.

### 28.2 Planning

#### 28.2.1 Functional Areas

As a minimum, the following elements shall be provided:

- A separate room for receiving and holding soiled linen until ready for pick-up or processing
- A central, clean linen storage and issuing room/s that has the central storage capacity sufficient for the efficient operation of the hospital, in addition to the linen storage required at individual patient units
- Trolley storage areas with separate storage of clean and soiled linen trolleys out of traffic paths
- A clean linen inspection and mending room or area, located on or off the site, as part of the main linen service, as determined by the system identified in the hospital's Operational Policy
- Hand-washing facilities shall be provided in each area where soiled linen is handled.

##### Laundry Offsite

If linen is processed outside the building, provisions shall be made for:

- A service entrance, protected from inclement weather, for loading and unloading of linen
- An area for pick-up and receiving.

##### Laundry Onsite

If linen is processed in a laundry facility which is part of the hospital, the following shall be provided:

- Laundry processing room with commercial type equipment that can process at least a seven day supply within the regular scheduled work week
- Storage for laundry supplies
- Employee hand-washing facilities in each separate room where clean or soiled linen is processed and handled
- Arrangement of equipment shall permit an orderly work flow with a minimum of cross traffic
- Convenient access to Staff Amenities, usually shared facilities
- Compliance with all of the relevant statutory requirements and regulations is required.

#### 28.2.2 Functional Relationships

The linen exchange area should be situated to allow direct access to and from hospital units through corridors, passages, covered ways, etc. and be adjacent to, an external doorway.

### 28.3 Components of the Unit

The Laundry/Linen Handling Unit will consist of a combination of Standard Components and Non-Standard Components. Provide Standard Components to comply with details in Standard Components described in these Guidelines and refer to Standard Components Room Data Sheets.

### 28.3.1 *Non-Standard Components*

#### Linen Inspection and Mending

##### Description and Function

The Linen Handling Unit may include a Linen Inspection and Mending room to examine clean linen and assess for repairs, particularly sheets, wraps and uniforms. Linen examination is undertaken on a large flat surface. Sewing machines may be available for linen repair. If an external linen service is provided, linen inspection and repair may be undertaken offsite.

##### Location and Relationships

If included, the Linen Inspection and Mending will be located adjacent to the Clean Linen Handling area. The mending area may be located within the room.

##### Considerations

Linen examination benches or tables may include lighting to the bench surface and a high level of overhead lighting to aid identification of tears and holes in linen.

Other requirements may include

- Ironing facilities
- Tables for folding
- Racks for hanging linen items.

## 28.4 Schedule of Accommodation

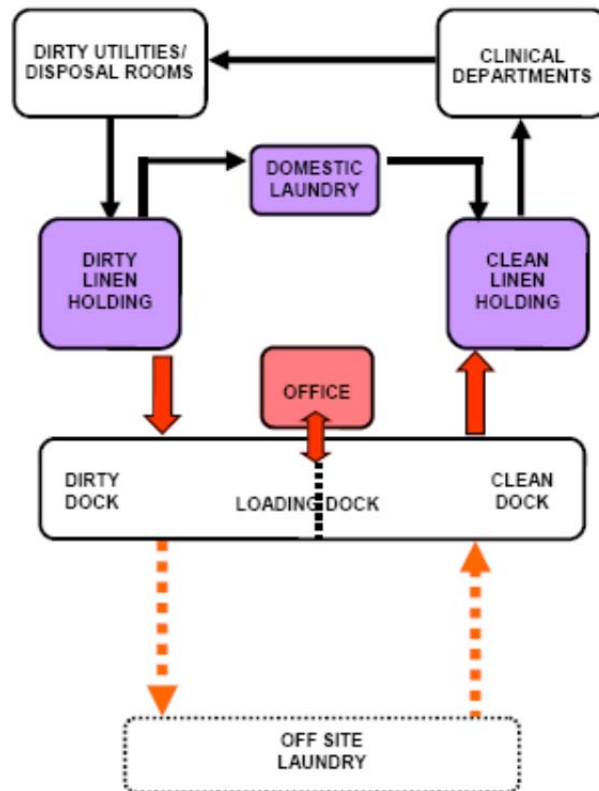
### Typical Linen Handling Unit at levels 1 to 6

ROOM/SPACE	Standard Component	Level 1/2 Qty x m <sup>2</sup>			Level 3/4 Qty x m <sup>2</sup>			Level 5/6 Qty x m <sup>2</sup>			Remarks
Loading Dock - Shared											
Loading Dock	LODK-SJ	1	x	0	1	x	0	1	x	0	External Area under cover; Clean and dirty zones
Linen Services Areas											
Clean Linen Receiving Area	BEQP-12-SJ Similar	1	x	12	1	x	12	1	x	25	
Linen Counting Area					1	x	15	1	x	20	
Linen Holding – Clean	LHO-CL-SJ	1	x	20	1	x	50	1	x	200	
Staff Uniform Room		1	x	10	1	x	20	1	x	25	
Sewing Room					1	x	15	1	x	25	
Soiled Linen Receiving Area		1	x	10	1	x	20	1	x	50	
Linen Holding – Soiled	LHO-SO-SJ	1	x	25	1	x	50	1	x	100	
Laundry – Hospital	LAUN-HO-SJ Similar	1	x	6	1	x	15	1	x	30	Hospital laundry for washing and drying of small quantities of specialised items
Trolley Wash		shared			1	x	15	1	x	20	May share with other service units
Linen Inspection Area					1	x	15	1	x	30	
Staff Areas											
Office – Manager	OFF-S9-SJ Similar				1	x	12	1	x	12	
Office – Supervisor	OFF-S9-SJ	1	x	9	1	x	9	1	x	9	Qty depends on staff numbers
Office - Workstation	OFF-WS-SJ				1	x	5.5	1	x	5.5	Administrative and Clerical support staff
Interview/Meeting Room	MEET-9-SJ							1	x	9	May share with an adjacent Unit
Meeting Room – Medium	MEET-L-15-SJ							1	x	20	Training, meetings; May share with an adjacent Unit
Staff Room	SRM-25-SJ							1	x	25	May share with an adjacent Unit
Toilet – Staff	WCST-SJ							2	x	3	May use general staff change/toilet facilities if located close
Net Department Total		92.0			253.5			611.5			
Circulation %		10			10			10			
Grand Total		101.2			278.9			672.7			

#### Notes:

- Areas noted in Schedules of Accommodation take precedence over all other areas noted in the FPU
- Rooms indicated in the schedule reflect the typical arrangement according to the Role Delineation
- Exact requirements for room quantities and sizes will reflect Key Planning Units identified in the Service Plan and the Operational Policies of the Unit
- Room sizes indicated should be viewed as a minimum requirement; variations are acceptable to reflect the needs of individual Unit
- Office areas are to be provided according to the Unit role delineation and staffing establishment; Executives and Managers may be responsible for more than one area but should have only one office assigned within the campus
- Staff and support rooms may be shared between Functional Planning Units dependent on location and accessibility to each unit and may provide scope to reduce duplication of facilities.

### 28.5 Functional Relationship Diagram



### 28.6 Further Reading

- Australasian Health Infrastructure Alliance (Aus.). 'Australasian Health Facility Guidelines'. Retrieved from website: [www.healthfacilityguidelines.com.au](http://www.healthfacilityguidelines.com.au) 2014
- The Facility Guidelines Institute (US). 'Guidelines for Design and Construction of Health Care Facilities' 2010 Edition. Retrieved from website: [www.fgiguidelines.org](http://www.fgiguidelines.org) 2014.