

410 LAUNDRY / LINEN HANDLING UNIT

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INTRODUCTION

General

- 410 .2.00 Linen processing may be done within the hospital facility, or off-site in a commercial or shared laundry, depending on the Operational Policy.
- 410 .3.00 Each facility shall have provisions for storage and exchange of clean and soiled linen for appropriate patient care.

PLANNING

Functional Areas

- 410 .4.00 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.
- 410 .5.00 LAUNDRY OFF-SITE
- 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.
- 410 .6.00 LAUNDRY ON-SITE
- If linen is processed in a laundry facility which is part of the hospital, the

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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, in particular AS 4146.

Functional Relationships

- 410 .7.00 The linen exchange area should be situated to allow direct access to and from wards through corridors, passages, covered ways, etc. and have or be adjacent to, an external doorway.

COMPONENTS OF THE UNIT

Introduction

- 410 .8.00 The Laundry/ Linen Handling Unit will consist of a combination of Standard Components and Non-Standard Components.

Standard Components must comply with details in Standard Components described in these Guidelines. Refer also to Standard Components Room Data Sheets.

Standard Components

- 410 .9.00 Provide the Standard Components as identified in the Generic Schedule of accommodation.

Non-Standard Components

- 410 .10.00 Provide the Non Standard Components as described in the Schedule of Accommodation, according to Operational Policy and Functional Brief.

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APPENDICES

Linens Handling Generic Schedule of Accommodation

410.11.00 Schedule of Accommodation for Linens Handling Unit providing an exchange linen service only, in a Hospital at levels 2 to 6:

ROOM / SPACE	Standard Component	Level 2 Qty x m2	Level 3 Qty x m2	Level 4 Qty x m2	Level 5 Qty x m2	Level 6 Qty x m2	Remarks
CLEAN LINEN HOLDING		1 x 15	1 x 30	1 x 45	1 x 80	1 x 100	
DIRTY LINEN HOLDING		1 x 12	1 x 20	1 x 20	1 x 40	1 x 60	
INSPECTION / MENDING				1 x 15 optional	1 x 15 optional	1 x 15 optional	May be provided off-site by the Linen Service provider
LAUNDRY - DOMESTIC		1 x 6 optional	1 x 6 optional	1 x 10 optional	1 x 10 optional	1 x 10 optional	For staff use
OFFICE - SINGLE PERSON 9 M2	yes				1 x 9	1 x 9	Unit Manager or Supervisor
TROLLEY STORAGE			1 x 15	1 x 15	1 x 20	1 x 20	
CIRCULATION %		10	10	10	10	10	

410.11.10 SHARED AREAS

ROOM / SPACE	Standard Component	Level 2 Qty x m2	Level 3 Qty x m2	Level 4 Qty x m2	Level 5 Qty x m2	Level 6 Qty x m2	Remarks
LOADING DOCK		1 x 20	1 x 20	1 x 20	1 x 25	1 x 25	Shared with other service Units

References and Further Reading

- 410.13.00 - American Institute of Architects, Guidelines for Design & Construction of Hospital & Healthcare Facilities, 1997.
- Department of Human Services, Victoria, Design Guidelines for Private Hospital Buildings, 1987.
 - Health Department Western Australia, Private Hospital Guidelines, 1998.

FUNCTIONAL RELATIONSHIPS DIAGRAM - LAUNDRY/LINEN HANDLING UNIT

