

Safe Linen and Laundry Management Audit Tool

Staff Initials: _____ Date: _____ Shift: _____

Completed by: _____

Steps to evaluate	Yes/No/NA	Comments
Best Practices for linen handling on resident units		
Perform hand hygiene and wear gloves before handling soiled linens and use minimal agitation for linens (standard precautions)		
Soiled linen is not carried against the body		
Ensure soiled linen placed in designated container		
Soiled linen is rolled and not shaken to prevent contamination of the air and surfaces		
Linens are not placed on the floor		
Linens taken into patient rooms are not returned to cart even if they have not been used		
Contaminated linen is bagged/contained where collected, and sorted/rinsed only in the contaminated laundry area (double bagging of linen only recommended if outside of the bag is visibly contaminated or is observed to be wet on the outside of the bag)		
Soiled linen is placed into a clearly labeled, leak-proof container in the patient care area		
Contaminated and clean linens are transported in separate, covered carts		
If laundry chute in use, laundry bags are closed with no loose items		
If reusable linen bags are used inside the designated container, do not overfill them, tie them securely, and launder after each use (Note: soiled linen bags can be laundered with the soiled linen they contained but should be emptied of their content prior to laundering)		
Transport clean linens to patient care areas on designated carts or containers that are regularly (e.g., at least once daily) cleaned with EPA approved disinfection		
Store clean linens in a manner that prevents risk of contamination by dust, debris, soiled linens, or other soiled items (linen carts should be covered)		

Best Practices for linen and laundry handling in laundry room/laundry areas	Yes/No/NA	Comments
Ensure laundry equipment is used and maintained according to manufacturer's instruction		
Launder soiled linens from patient/resident care areas in a designated area which should: <ul style="list-style-type: none"> • be a dedicate well ventilated space for performing laundering of soiled linen • have a separate entrance for bringing in soiled linen for processing ("dirty" area) and a separate exit for taking clean linen out • have a separation between the soiled linen and clean linen storage areas • have a schedule for routine cleaning of both soiled and clean linen handling areas as well as routine cleaning of vents and removal of lint accumulation • not contain any food, beverage, or personal items • have floors and walls made of durable materials that can withstand the exposures of the area (e.g., large quantities of water and steam) • have handwashing facilities 		
Personal protective equipment practices for laundry staff: <ul style="list-style-type: none"> • Practice hand hygiene before application and after removal of PPE • Wear tear-resistant reusable rubber gloves when handling and laundering soiled linens • If there is a risk of splashing, laundry staff should always wear gowns or aprons and face protection (face shield or goggles) when laundering soiled linens 		
Follow instructions from the washer/dryer manufacturer		
Use hot water (at least 160 degrees F) and an approved laundry detergent		
Dry linens completely in a commercial dryer		

Per CDC guidelines

Provided immediate feedback of observation: YES NO

Provided one-on-one education if indicated above:

I have received and understand the education provided above.

Staff Signature: _____

Printed name and title: _____