

22.0 Linen Handling Unit

22.1 Introduction

22.1.1 Description

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

Linen processing may be done within the hospital facility, or off-site 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.

22.2 Planning

22.2.1 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 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.

LAUNDRY ON-SITE

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.

22.2.2 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 have or be adjacent to, an external doorway.

22.3 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. Refer also to Standard Components Room Data



Sheets.

22.3.1 *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 off-site.

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.



22.4 Schedule of Accommodation

22.4.1 Linen Handling Unit Generic Schedule of Accommodation

Schedule of Accommodation for Linen 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
LINEN HOLDING - CLEAN	yes	1 x 15	1 x 30	1 x 45	1 x 80	1 x 30	adjust size to suit
LINEN HOLDING - SOILED	yes	1 x 12	1 x 20	1 x 30	1 x 40	1 x 60	adjust size to suit
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	yes similar	1 x 6	1 x 6	1 x 10	1 x 10	1 x 10	For staff use; similar to Laundry - Hospital
OFFICE - SINGLE PERSON 9M2	yes				1 x 9	1 x 9	Unit Manager or Supervisor
TROLLEY STORAGE	yes similar		1 x 15	1 x 15	1 x 20	1 x 20	Similar to Store - Equipment
DISCOUNTED CIRCULATION		10%	10%	10%	10%	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	yes	1 x 20	1 x 20	1 x 20	1 x 25	1 x 25	Shared with other service units

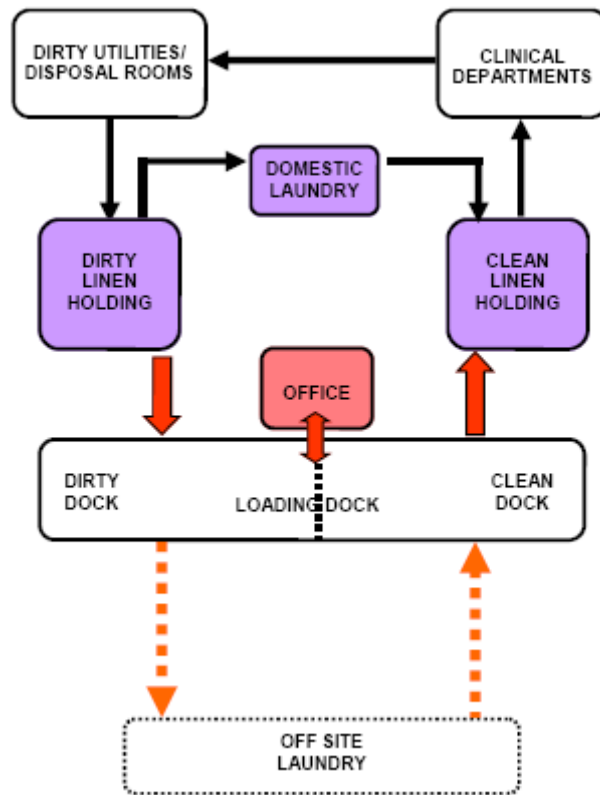
Please note the following:

- 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 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.
- Staff and support rooms may be shared between Functional Planning Units dependant on location and accessibility to each unit and may provide scope to reduce duplication of facilities.



22.5 Functional Relationship Diagram

22.5.1 Linen Handling Unit Functional Relationship Diagram



22.6 References and Further Reading

- Australasian Health Facility Guidelines. (AusHFG Version 3.0), 2009; refer to website www.healthfacilitydesign.com.au
- Guidelines for Design and Construction of Health Care Facilities; The Facility Guidelines Institute, 2010 Edition.
- Design Guidelines for Hospitals and Day Procedure Centres, Department of Human Services Victoria, 2005



The Indian Health Facility Guidelines recommends the use of **HFBS** “Health Facility Briefing System” to edit all room data sheet information for your project.

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