

Linen Room Organization Checklist

1. Room Cleanliness & Safety

- ☐ Room free of dust, dirt, and debris
- ☐ Aisles and walkways clear of obstacles
- ☐ Floors clean and dry to prevent slips
- ☐ All fire exits and extinguishers accessible

2. Shelving & Storage

- ☐ Linens stored on clean, well-maintained shelves
- ☐ Separate sections for sheets, pillowcases, towels, etc.
- ☐ All items stacked neatly with labels clearly visible
- ☐ Dirty and clean linens always stored separately

3. Inventory Control

- ☐ Current inventory record updated and accurate
- ☐ Stock rotation (first in, first out) enforced
- ☐ Linen usage tracked daily
- ☐ Damaged/soiled items set aside for repair or discard

4. Supplies & Equipment

- ☐ Carts and trolleys organized and easily accessible
- ☐ Supplies (detergents, bags, tags) neatly stored
- ☐ Laundry bins clearly marked and in designated area
- ☐ Tools and equipment regularly cleaned and checked

5. Documentation & Signage

- ☐ Standard operating procedures posted in room
- ☐ Shelves labeled for item identification
- ☐ Emergency contacts displayed
- ☐ Incident/maintenance logbook maintained

6. Staff Practices

- ☐ Staff use clean gloves/uniforms when handling linens
- ☐ Handwashing policy followed before/after touching linens
- ☐ Room locked when not in use

☐ Unauthorized persons not permitted inside