

# 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