



<p>Team Name: Environmental Services</p> <p>Team Lead: Regional Manager Environmental Services</p> <p>Approved by: VP - Corporate Services</p>	<p>Reference Number: ORG.1911.PR.003</p> <p>Program Area: Support Services</p> <p>Section: Laundry</p>
<p>Issue Date: February 8, 2018</p> <p>Review Date:</p> <p>Revision Date:</p>	<p>Subject: Folding Linen</p>

PROCEDURE SUBJECT:

Folding Linen

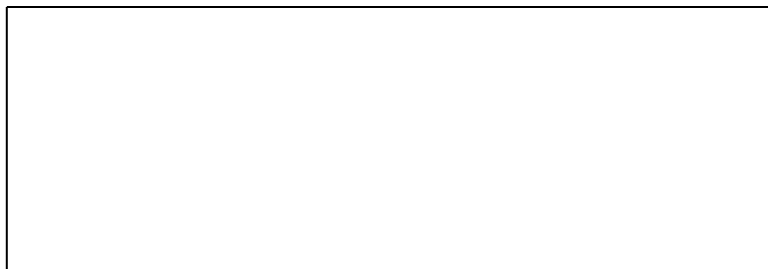
PURPOSE:

To facilitate consistency in the quality of the folding.

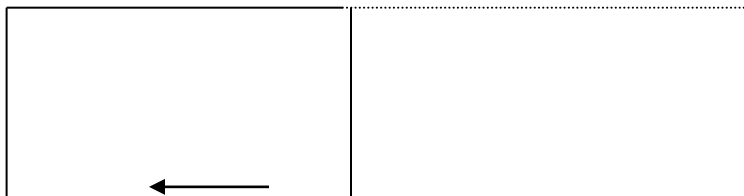
PROCEDURE:

Check all linen for stains or repairs before folding. If the article is stained place it in the stained basket. If the article needs repair place it in the sewing basket

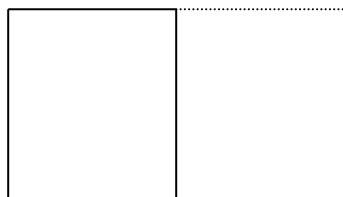
Bath Towels (Common Fold)



Lay the towel flat on the folding surface

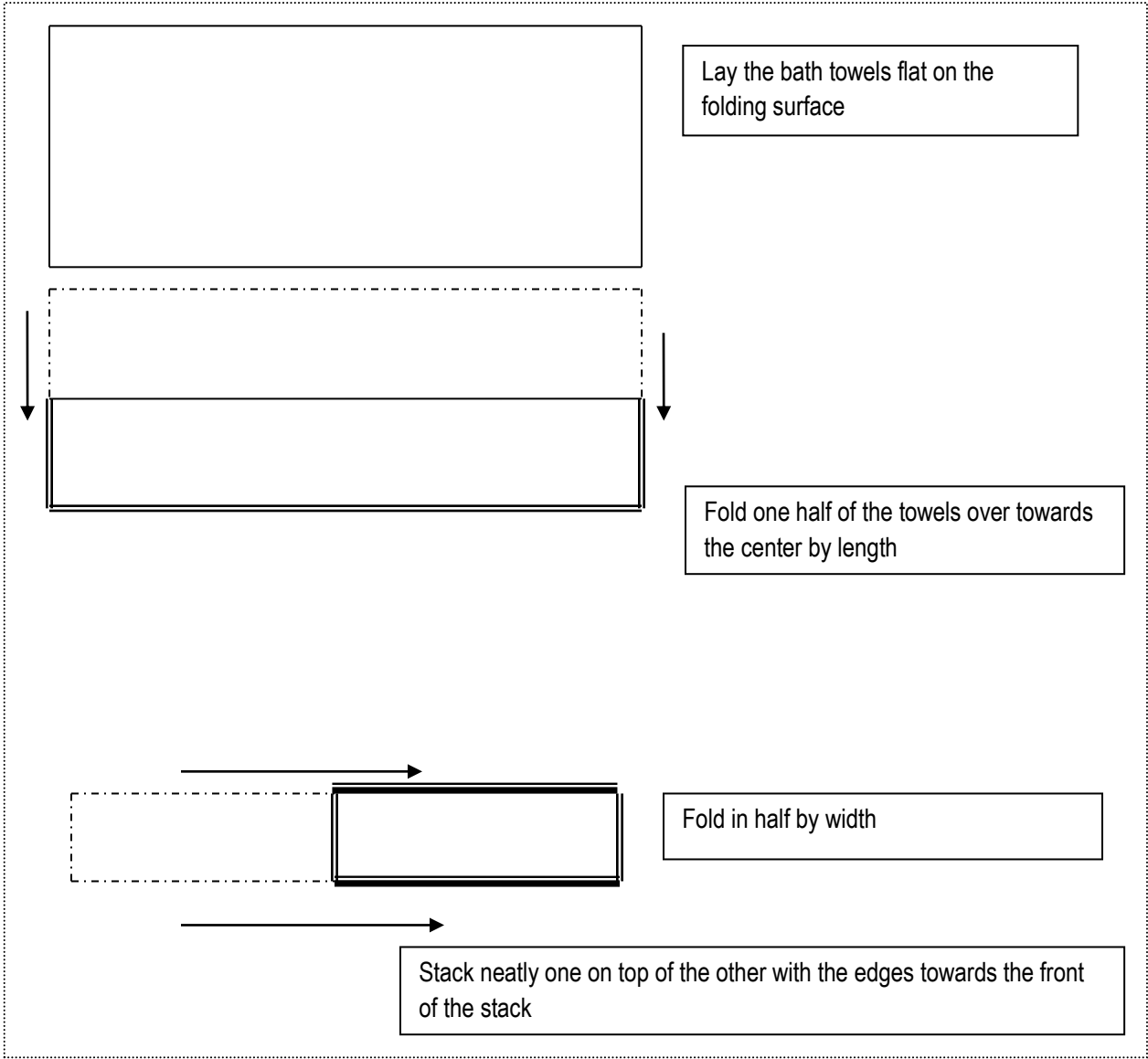


Fold the towel in half



Fold the towel in half again. Stack one on top of the other neatly

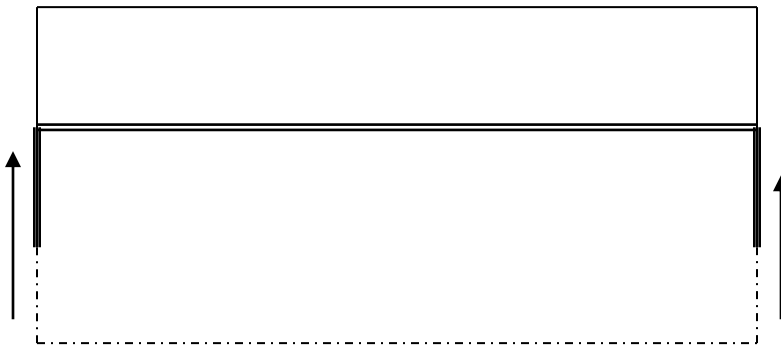
Hand Towels and Bath Towels (French fold)



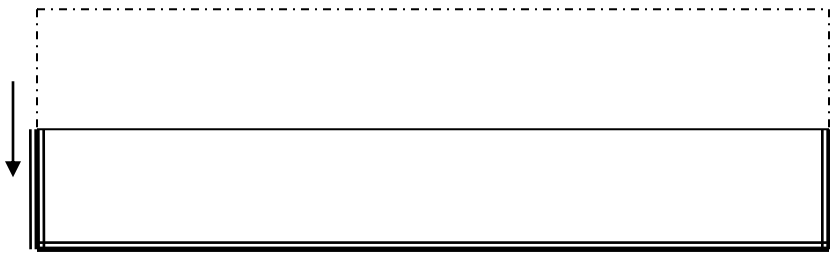
Incontinent Care Pads/Soaker Pads (1)



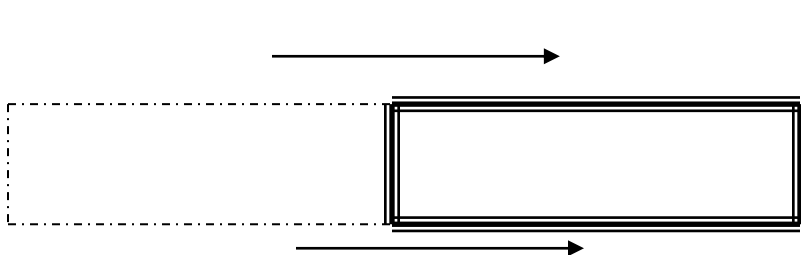
Lay the pad flat on the folding surface



Fold the bottom one third of the pad by length towards the center of the pad

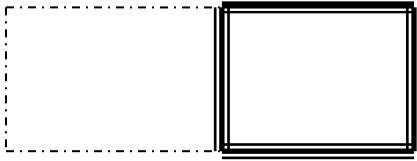


Step 3
Fold the top one third of the pad towards the center



Step 4
Fold pad in half. Stack neatly with the fold to the front of the stack.

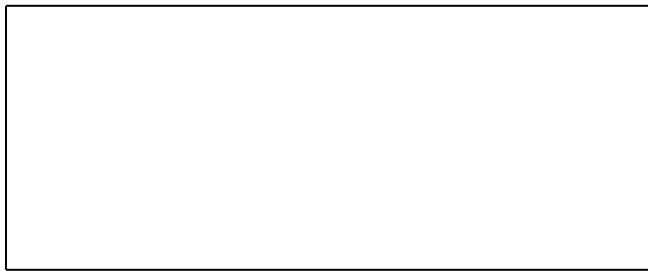
Incontinent Care Pads/Soaker Pads (2)



Step 5

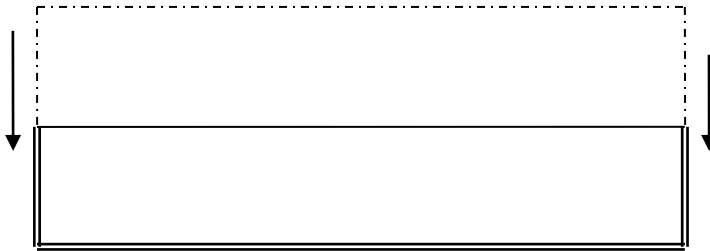
Fold in half once more to make a square stack.
Stack each pad neatly one on top of the other with
the fold to the front

Pillow cases (French Fold)



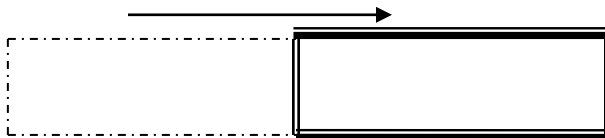
Step 1

Lay the pillow case flat on the
folding surface

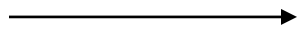


Step 2

Fold one half of the pillow case
over towards the center by
length



Step 3

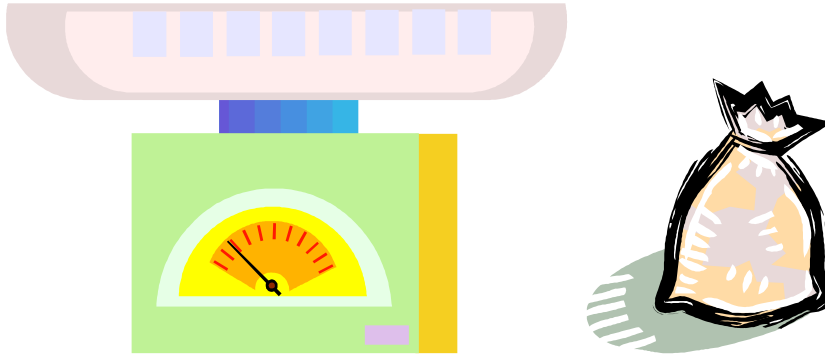


Step 4

Stack neatly one on top of the other with the edges
towards the front of the stack

Face cloths and Incontinent Care Wipes (ICW's)

Bagged



Count or weigh facecloths/ICW's and place into a clean laundry bag. Refer to department guidelines for amounts to be placed in the bags. Tighten the closure and put the string inside the bag to reduce the trip hazard.

Stacked



Step 1

Lay the face cloth flat on the folding surface.



Step 2

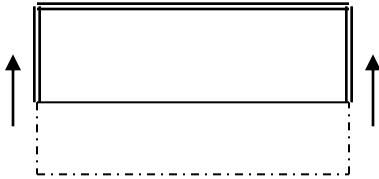
Stack the face cloths neatly one on top of the other.

Folded Face cloths



Step 1

Lay face cloth flat on the folding surface



Step 2

Fold the face cloth in half. Stack neatly one on top of the other with the fold to the front

Fitted Knit top and Bottom sheets



Step 1

Check each sheet for stains or needed repairs.

Step 2

Place each sheet into an appropriated clean laundry bag. Consult department guidelines for the amount of sheets to be placed into individual bags

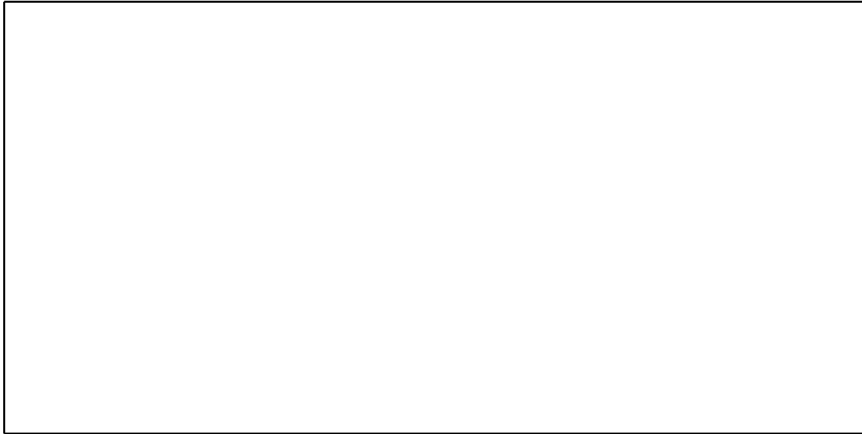
Step 4

After filling the clean laundry bag, close the bag. If using a cord closure make sure the excess cord has been tucked into the top of the bag to prevent tripping

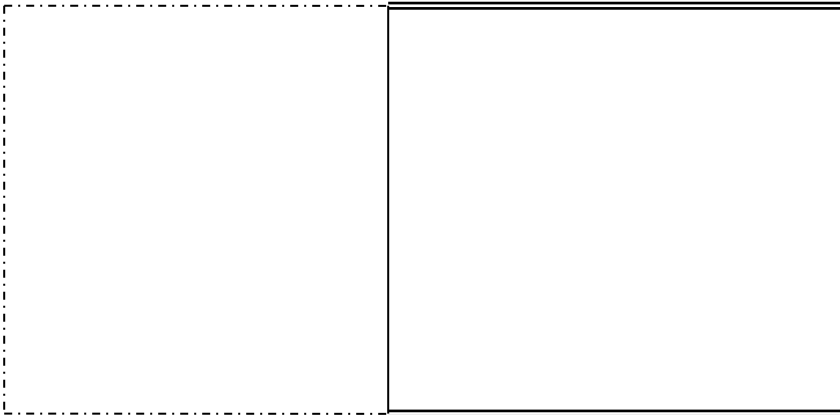
Step 5

Stack the filled bags of clean sheets in the designated storage area.

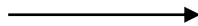
Large Draw Sheets



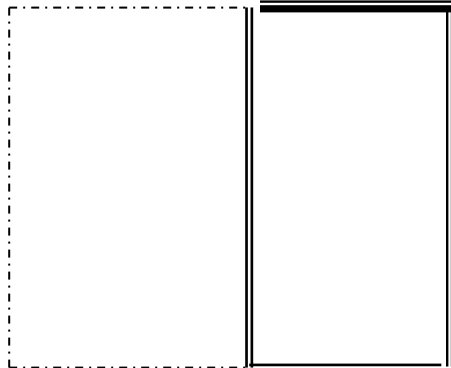
Step 1 Draw sheets can be laid flat on a folding surface or held out with the fingertips.

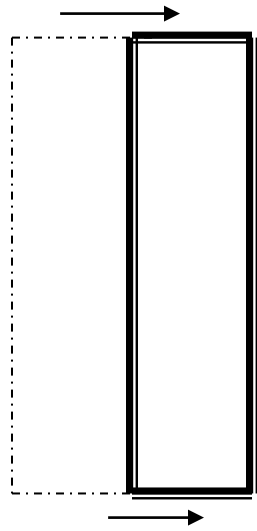


Step 2 Fold in half by width

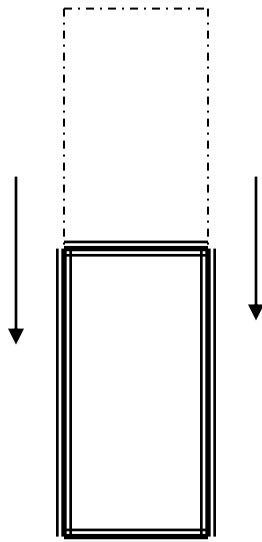


Step 3 Fold in half by width for the second time





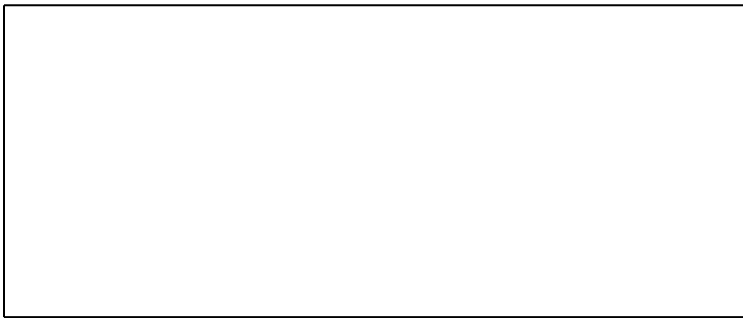
Step 4 Fold in half by the width for the third time



Step 5 Fold in half by the length. Stack neatly one on top of the other with the fold to the front

Small Draw Sheets
Steps 1 through 3, skip step 4. Finish with step 5

Baby Blankets & Bassinet Sheets



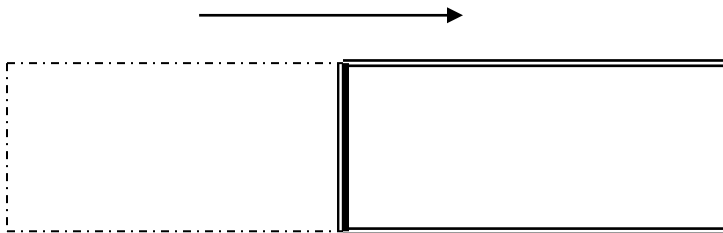
Step 1

Lay the blanket flat on the folding surface



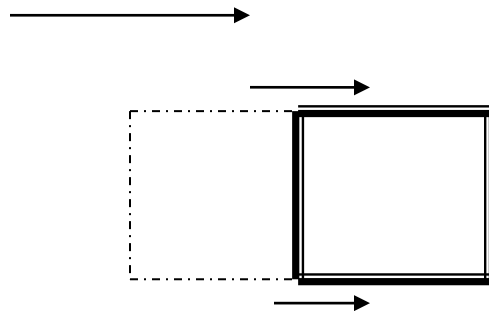
Step 2

Fold in half by the length



Step 3

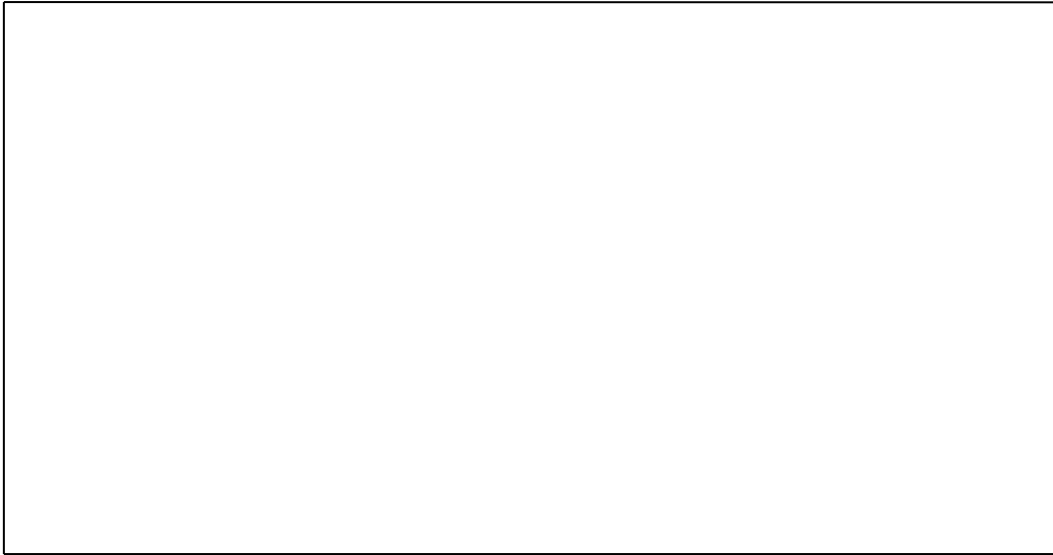
Fold in half by the width



Step 4

Fold in half by the width again.
Stack neatly one on top of the other with the fold to the front.

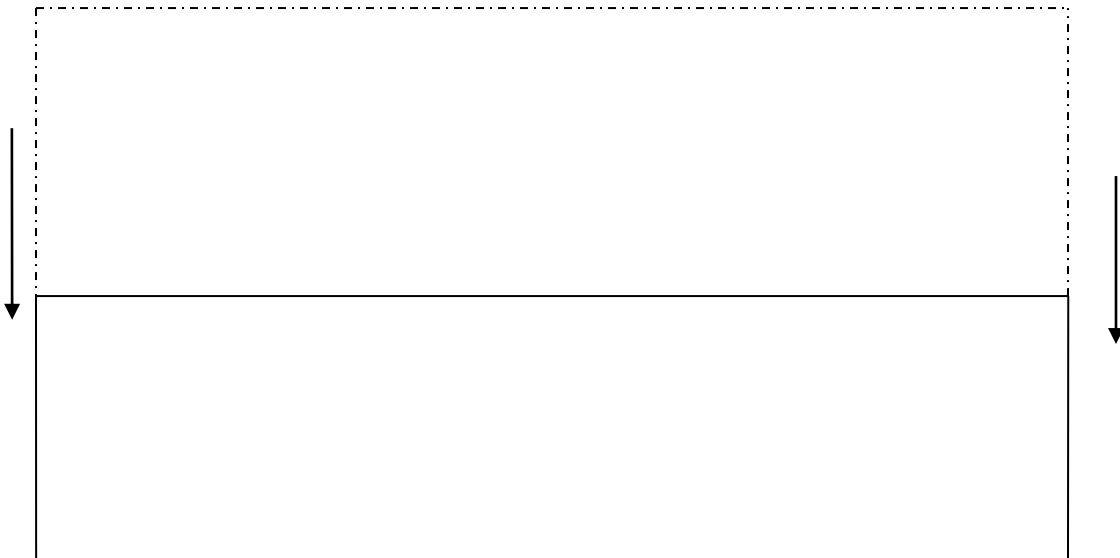
Flat Cotton Sheets



Two staff are required to fold flat bed sheets

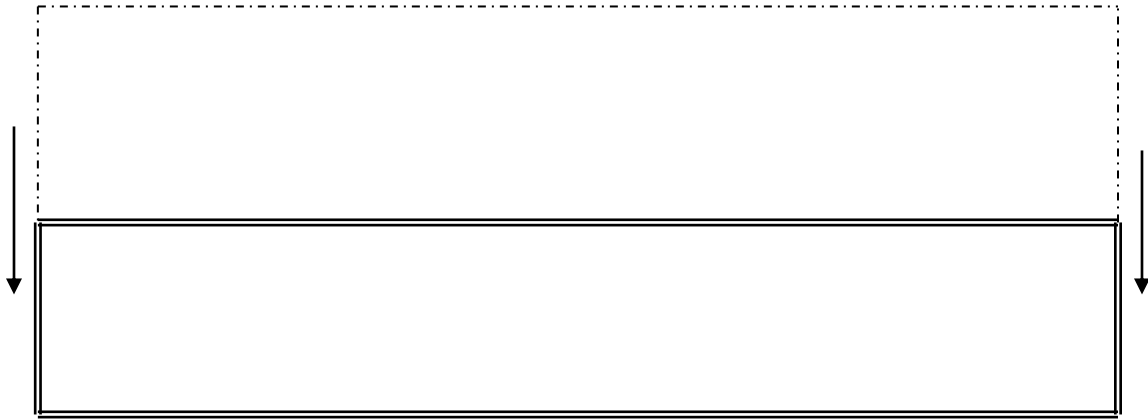
Step 1

Spread the sheet out by the length of the sheet. One staff on each end of the sheet

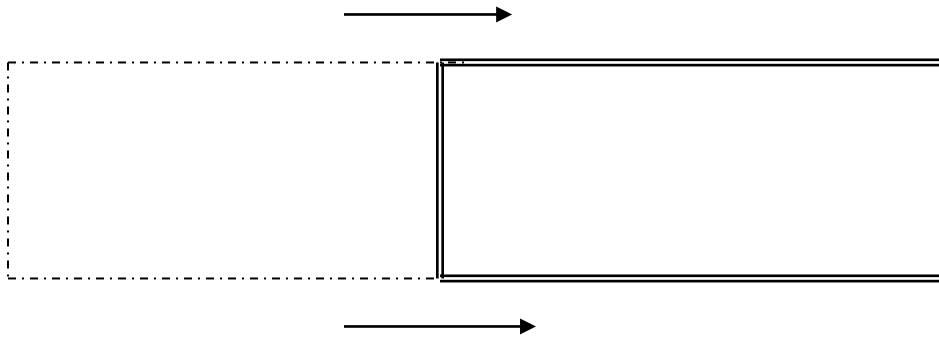


Step 2

Each staff grasp the hem of the sheet half way along the width and fold the sheet in half.



Step 3
 Each staff grasps the folded sheet again by the hem and fold once more



Step 4
 Fold the sheet in half by the length of the folded sheet

Step 5
 Sheet is folded two more times in half.
 Stack each sheet neatly one on top of the other with the fold to the front

