



Team Name: Environmental Services  Team Lead: Regional Manager Environmental Services  Approved by: VP - Corporate Services	Reference Number: ORG.1911.PR.010  Program Area: Support Services  Section: Laundry
Issue Date: September 3, 2019  Review Date:  Revision Date:	Subject: Linen Quotas

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**PROCEDURE SUBJECT:**

Linen Quotas

**PURPOSE:**

To ensure an adequate supply of linen are delivered to the facility client care areas or contract facilities.

**PROCEDURE:**

Linen quotas should be set up for each delivery point. Linen quotas can be set by consulting with the facility Clinical Resource Nurse or Client Service Manager.

**With linen count**

1. A count of all clean unused linens are relayed to the laundry department.
2. The laundry department will minus the counts of clean unused linen from the daily quota and sends the difference to the area/facility.
3. Linen deliveries are documented in the daily inventory records.  
 Eg. Facility 'A' counts the following:  
     Bath towels - 50  
     The quota is 100  
     The Laundry sends Facility 'A' 50 bath towels.

**Without linen count**

1. A predetermined amount of linen is set for the linen quota.
2. The linen is packaged and sent to the area/facility with a regular scheduled delivery.
3. Any overstock or shortages of linen in the area/facility is reported to the laundry so the necessary adjustments can be made to the deliveries.
4. Linen deliveries are documented in the daily inventory records.