



Team Name: Environmental Services Team Lead: Regional Manager Environmental Services Approved by: VP - Corporate Services	Reference Number: ORG.1911.PR.014 Program Area: Support Services Section: Laundry
Issue Date: September 3, 2019 Review Date: Revision Date:	Subject: Loading Clean Linen/ Clothing Carts

Use of pre-printed documents: Users are to refer to the electronic version of this document located on the Southern Health-Santé Sud Health Provider Site to ensure the most current document is consulted.

PROCEDURE SUBJECT:
Loading Clean Linen/Clothing Carts

PURPOSE:
To provide direction to staff on the safe loading of carts.

<p><u>PROCEDURE:</u> <u>Aluminum convertible carts</u></p> <ol style="list-style-type: none"> 1. Determine the linen/clothing to be loaded onto the cart. 2. Heavy items should be loaded on the bottom shelf to help maintain the stability of the cart. 3. Small items should be contained before placing them on the cart. 4. The cart is to be delivered outside the facility the clean linen must be covered. 5. The items on the cart must be restrained to prevent loads from falling out of the cart. 	<p><u>TEACHING POINTS:</u></p> <p>Use safe lifting techniques.</p>
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<p><u>Wire personal clothing carts</u></p> <ol style="list-style-type: none"> 6. Determine the clothing to be loaded onto the cart. 7. Hang clothing neatly on the hanger bar. 8. Small items may be placed into the wire shelf sections. 9. Heavy items should be stacked neatly on the bottom of the cart to maintain the stability of the cart. 10. If the cart or totes are to be delivered outside the facility, the clean linen must be covered. 11. The items on the cart must be restrained to prevent loads from falling out of the cart. <p><u>Poly bushel carts</u></p> <ol style="list-style-type: none"> 11. Determine the linen/clothing to be loaded onto the cart. 12. Use a back saver insert in the cart. 13. Cart should be loaded with the heavy items on the bottom to maintain the stability of the cart. 14. Small items should be contained. 15. Do not overload the cart. 16. If the cart is to be delivered outside the facility the clean linen must be covered. 	<p>Keep clothing under the designated room number</p>
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EQUIPMENT/SUPPLIES:

- Laundry delivery cart