Site Inspection Check List for:

**Linen Services - OAR 333-535-0220**

PR# _________ Date: _________ Inspector: __________________________________________

Provider: _______________________________________________________________________

Project: _______________________________________________________________________

Address: _______________________________________________________________________

Present at Site Inspection: _______________________________________________________

Intended Occupancy Date: ______________________________________________________

Required PRIOR to Approved Inspection:  

Certificate of Occupancy (CO) from governing jurisdiction

MEP Close-Out verification (if required)

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
<th>NA</th>
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**SITE INSPECTION:**

**INTERIOR = Verify that the facility has installed:**

**ON_SITE PROCESSING:**

<table>
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<tr>
<th>YES</th>
<th>NO</th>
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If linen is to be processed on the hospital site, the following shall be provided:

333-535-0220 (1)(a)

☐ ☐ ☐ A laundry processing room.

☐ ☐ ☐ Commercial-type equipment that can process seven days' needs within a regularly scheduled workweek.

☐ ☐ ☐ A hand washing station

Soiled Linen Utility Room amenities shall be provided unless these services are in adjacent employee facilities servicing other soiled areas:  333-535-0220 (1)(b)

☐ ☐ ☐ Hand Washing Station
☐ ☐ ☐ Holding Rooms
☐ ☐ ☐ Lockers
☐ ☐ ☐ Showers
☐ ☐ ☐ Toilets

☐ ☐ ☐ Storage for laundry supplies. 333-535-0220 (1)(c)

☐ ☐ ☐ Clean linen inspection and mending room or area. 333-535-0220 (1)(d)

☐ ☐ ☐ Clean linen storage, issuing, and holding room or area. 333-535-0220 (1)(e)

☐ ☐ ☐ Housekeeping closet containing a floor receptor or service sink and storage space for housekeeping equipment and supplies. 333-535-0220 (1)(f)

☐ ☐ ☐ Cart Storage area(s) These shall be provided for separate parking of clean and soiled-linen carts out of traffic. 333-535-0220 (1)(g)

☐ ☐ ☐ Arrangement of equipment and procedures shall be in a manner to permit orderly work flow with a minimum of cross-traffic that might mix clean and soiled operations. 333-535-0220 (1)(h)

**OFF-SITE PROCESSING:**

**YES NO NA**

If linen is processed off the hospital site, the following shall be provided:

☐ ☐ ☐ Soiled linen holding room. A separate room shall be provided for holding soiled linen until ready for pick up or processing. 333-535-0220 (2)(a)

☐ ☐ ☐ Clean linen receiving, holding, inspection and storage rooms(s) A central clean linen storage and issuing rooms(s) shall be provided in addition to the linen storage required at individual patient units. 333-535-0220 (2)(b)

☐ ☐ ☐ Cart storage areas (s.) These shall be provided for separate parking of clean and soiled linen carts out of traffic. 333-535-0220 (2)(c)