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Facilities Planning & Safety Unit

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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:

RECEIVED?

YES NO NA

Certificate of Occupancy (CO) from governing jurisdiction

MEP Close-Out verification (if required)

SITE INSPECTION:

INTERIOR = Verify that the facility has installed:

ON_SITE PROCESSING:

YES NO NA

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)