
 <p>Corrections and Community Supervision</p> <p>DIRECTIVE</p>	<p>TITLE</p> <p>Laundry Processing</p>		<p>NO. 3101</p>
			<p>DATE 08/23/2023</p>
<p>SUPERSEDES</p> <p>DIR #3101 Dtd. 05/10/21</p>	<p>DISTRIBUTION</p> <p>A</p>	<p>PAGES</p> <p>PAGE 1 OF 3</p>	<p>DATE LAST REVISED</p>
<p>REFERENCES (Include but are not limited to)</p> <p>Directives #3102, #4070</p>	<p>APPROVING AUTHORITY</p> 		

I. DESCRIPTION: This directive provides guidelines for laundry classification, scheduling, washing, drying, folding, and preparation for distribution. See Directive #4070, "Laundry Collection/Distribution," and Directive #3102, "Inter-Facility Laundry Service."

II. PROCEDURE - CENTRAL LAUNDRIES

A. Classification

1. When soiled laundry is received, it must be separated into groups designated by the Laundry Supervisor that can be washed together safely. Gloves and other protective equipment, when designated by the Laundry Supervisor, will be worn to observe universal precautions. Group by:
 - a. Temperature
 - b. Color
 - c. Isolation (infectious)*
 - d. Production (small vs. large, tumble vs. flatwork)
 - e. Net bags (personal clothing)

*Infectious laundry shall include any clothing items which have been soiled with blood or potentially infectious materials.

2. Isolation bags must be placed in a segregated laundry cart near the entrance to await cleaning in a separate load. Cross contamination must be avoided at all costs.
 - a. Isolation laundry shall be handled as little as possible with a minimum of agitation.
 - b. Employees and incarcerated individuals who have contact with isolation laundry shall wear protective gloves and other appropriate protective equipment as designated by the Laundry Supervisor. Universal precautions will be observed.
 - c. Isolation bags shall be emptied directly into the washing machine without touching, opening, or sorting the contents. The isolation bag shall then also be dropped into the machine to be sanitized and cleaned.
 - d. Hot water temperatures of 165° should be used, if attainable. If low temperature (less than 165°) laundry cycles are used, detergent and bleach suitable for low temperature washing at concentrations specified by the manufacturer should be used.

3. Net bags containing personal clothing will be laundered intact.
4. [Form #2045](#), "Laundry Count - Block," must be kept together by batch to prevent mix-up.

B. Scheduling/Weighing/Loading

1. The Laundry Supervisor or Senior Launderer is responsible to schedule loads according to the laundry schedule, equipment capabilities, and lot sizes. (Special loads such as isolation, kitchen, and health care must be considered in scheduling.)

NOTE: To avoid laundry fires, linens, clothing, or other items must not be left in dryers to cool down. Use the appropriate cool-down cycle. Hot or damp laundry items must not be placed in laundry hampers or carts due to the risk of spontaneous combustion. Dryers are not to be used if the cool-down cycle is not functioning properly.

2. The incarcerated individual worker performs the following operations:
 - a. Weighs cart to ensure load will not exceed equipment capacity.
 - b. Records each cart poundage upon arrival on [Form #2043](#), "Daily Report of Laundry Processed."
 - c. Divides batches only when necessary for production efficiency using caution to prevent mix-up.
 - d. Loads machine(s) adding supplies per manufacturer's recommendation.
 - e. Cleans used carts prior to reuse with solution of one ounce of Corcraft Germicidal Cleaner 128 Plus to one gallon of water. The Germicidal Cleaner 128 Plus solution is to be applied to a rag and the cart wiped down; then, after ten minutes, the cart must be wiped down with plain water.

C. Drying/Folding/Sorting

The incarcerated individual worker performs the following operations:

1. Transports the laundry to the drying area after removal from washing cycles.
2. Loads the dryers per manufacturer's recommendations and removes laundry upon completion of cool-down cycle.
3. Folds laundered items, except for contents of net bags, according to folding scheme, with laundry mark facing out for checking purposes.
4. Affixes laundry lists, by batch, above sorting bins.
5. Sorts un-bagged items to bins, matching laundry mark to laundry list.
6. Checks to determine if all items on each laundry list are in the bin.
7. When listed items are all assembled, ties off bundle for distribution. (Distribution is addressed in Directive #4070.)

D. Reporting

1. Each machine operator is responsible to turn in a completed [Form #2043](#) recording the poundage for their individual machine daily.
2. The Laundry Supervisor or Senior Launderer is responsible to:

- a. Compile the data from the daily #2043 forms each week and post it to [Form #2044](#), "Monthly Report of Laundry Processed."
- b. Complete [Form #2044](#) in triplicate.
- c. File the original copy with the Deputy Superintendent for Administrative Services.
- d. File copy #2 with the Central Office Laundry/Housekeeping Supervisor.
- e. File copy #3 for reference.

III. PROCEDURE - UNIT LAUNDRIES (including dormitory, Health Unit, and Food Service Operations): Decentralized laundry facilities are available in many facilities for incarcerated individual use. In order to prevent contamination, all laundering in unit washing machines shall be done with detergent and bleach suitable for low temperature washing at concentrations specified by the manufacturer. Liquid bleach injection shall be utilized where the machine is fitted for injection; otherwise, liquid bleach shall be manually introduced.

Medical Unit Laundries:

- A. Washers and dryers located within the facility Health Units/Regional Medical Units must be used only to launder staff work related clothing (both medical and dental). All laundering shall be done with detergent and bleach suitable for low temperature washing at concentrations specified by the manufacturer.
- B. Soiled patient bedding, clothing (both clinical and personal), towels, washcloths, cleaning supplies and mop heads, etc. will be sent to the Central Laundry facility for processing.
- C. All dryers located in facility Health Units will have their ventilation systems inspected and cleaned monthly for excessive build-up and be scheduled for regular preventive maintenance. Proper cool-down and separation procedures must be followed when articles are removed from the dryers.

IV. TRAINING

- A. Central Laundries: Training for incarcerated individual workers shall be conducted on laundry classification, scheduling, washing, drying, folding, and preparation for distribution. Training will be provided by the Laundry Supervisor or Senior Launderer and documented on [Form #1574](#), "Record of Training."
- B. Unit Laundries: Training for Laundry Porters shall be conducted on laundry classification, scheduling, washing, drying, folding, and preparation for distribution. Training will be provided by the Laundry Supervisor and documented on [Form #1574](#).