

 <b>Corrections and Community Supervision</b>  <b>DIRECTIVE</b>	TITLE <b>Laundry Processing</b>		NO. 3101
			DATE 5/5/2016
SUPERSEDES DIR #3101 Dtd. 3/30/2015	DISTRIBUTION A	PAGES PAGE 1 OF 3	DATE LAST REVISED
REFERENCES (Include but are not limited to)  Directives #3102 and #4070	APPROVING AUTHORITY 		

**I. DESCRIPTION:** This directive provides guidelines for laundry classification, scheduling, washing, drying, folding, and preparation for distribution. See also 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); and
- 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 infection must be avoided at all costs.

- a. Isolation laundry shall be handled as little as possible with a minimum of agitation.
- b. Employees and inmates 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. "Laundry Count-Block," [Form #2045](#), should 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 should 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 because of the risk of spontaneous combustion. Dryers are not to be used if the cool down cycle is not functioning properly.

2. The inmate worker performs the following operations:
  - a. Weighs cart to ensure load will not exceed equipment capacity;
  - b. Records each cart poundage to arrive at data for [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; and
  - e. Cleans empty carts with Corcraft Germicidal 128 prior to reuse.

C. Drying/Folding/Sorting

The inmate 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 bin; and
7. When listed items are all assembled, ties-off bundle for distribution. (Distribution is addressed in Directive #4070, "Laundry Collection/Distribution.")

D. Reporting

1. Each machine operator is responsible to turn in daily a completed [Form #2043](#) recording the poundage for his or her individual machine.
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; and
- 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 inmate 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.

- A. Medical Unit Laundries: Washing machines may be available for civilian staff to wash medical coats or uniforms (scrubs). All laundering shall be done with detergent and bleach suitable for low temperature washing at concentrations specified by the manufacturer.

Note: Inmate clothing, bedding, washcloths, and towels must be transported to the Central Laundry Facility for processing. Any variations to the directive must be approved by the Deputy Commissioner for Administrative Services.

### IV. TRAINING

- A. Central Laundries: Training for inmate 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, and preparation for distribution. Training will be provided by the Laundry Supervisor and documented on [Form #1574](#).