NEW YORK STATE Corrections and Community Supervision **DIRECTIVE**	TITLE **Inter-Facility Laundry Service**		NO. 3102 DATE 4/17/2015
SUPERSEDES DIR #3102 Dtd. 3/1/2013	DISTRIBUTION A	PAGES PAGE 1 OF 2	DATE LAST REVISED
REFERENCES (Include but are not limited to)	APPROVING AUTHORITY		

I. DESCRIPTION: This procedure is designed to provide the control guidelines to be followed when one facility performs laundry service for another facility.

II. PROCEDURE

Unless otherwise specified, the procedures described below are to be implemented by facility laundry staff.

A. Facility Sending Laundry Out

1. Gathers items to be sent out for laundering at one collection point;
2. Sorts according to items listed on Form #2042, "Laundry Inventory;"
3. Prepares form in triplicate;
4. Counts and records the physical count in column No. 1, "Originating Facility Out," of Form #2042;
5. Places soiled items in the laundry hampers;
6. Loads hampers into the transporting vehicle;
7. Signs on the line "Originating Facility-Out" indicating title and the date signed;
8. Retains the last copy for reference when the items are returned after laundering; and
9. Gives the original and first copy to the driver to take to the laundering facility with the laundry items.

B. Facility Receiving Soiled Laundry

1. Counts and records the physical count in column No. 2, "Laundering Facility In," of Form #2042,"Laundry Inventory;" and
2. Signs on the line "Laundering Facility In," indicating title and the date signed.

C. Facility Returning Clean Laundry

1. Sorts the laundered items to be returned;
2. Counts the items as they are placed in the hampers;
3. Records the physical count in column No. 3, "Laundering Facility Out," of Form #2042, "Laundry Inventory;"
4. Notes in "Remarks" any discrepancies between the count in columns No. 2 and No. 3, with reference to column No. 3, and the reason for the discrepancies, if known;
5. Signs on the line "Laundering Facility Out" indicating title and the date signed;

6. Gives the original of Form #2042 to the driver with the laundered items;
7. Retains duplicate copy of form for reference;
8. Summarizes quantities laundered on a monthly basis and includes in a total of laundering done for other facilities, which will be indicated as a separate item on Form #2044, “Monthly Report of Laundry Processed;” and
9. Files duplicate Form #2042 for one year retention period.

D. Facility Receiving Clean Laundry

1. Receives the laundered items and the original Form #2042;
2. Counts the items, recording the physical count in column No. 4, “Originating Facility In;”
3. Notes in “Remarks” any discrepancies between columns No. 3 and No. 4, with reference to column No. 4, and the reason for the discrepancies, if known;
4. Stores items in their appropriate place for reissue;
5. Signs on the line “Originating Facility In” indicating title and the date signed;
6. Attaches the retained triplicate copy to the original and forwards both copies to the Finance Office;
7. The Supervising Finance Officer then reviews quantities indicated on the forms for any unusual or recurring discrepancies, and if necessary, takes appropriate action to resolve them; and
8. Files Form #2042 for one year retention period.