

**CONNECTICUT VALLEY HOSPITAL  
OPERATIONAL PROCEDURE MANUAL**

<b>SECTION II:</b>	<b>ORGANIZATION FOCUSED FUNCTIONS</b>
<b>CHAPTER 7:</b>	Management of the Environment of Care
<b>PROCEDURE 7.23:</b>	<b>Patient Clothing and Linen Requests</b>
<b>REVISED:</b>	11/97; 10/28/09; 03/13, 07/17; Reviewed 06/18
<b>Governing Body Approval:</b>	03/28/13, 08/24/17; 06/27/2018( <i>electronic vote</i> )

**PURPOSE:** All patients at Connecticut Valley Hospital (CVH), including Middletown and Blue Hills campuses, should have individualized clothing and footwear. CVH will provide clothing and footwear for any patient that does not have personal clothing. Linen is supplied to all patients. Unitex is the company contracted by the State of Connecticut to launder and distribute bath towels, wash cloths, sheets, pillowcases, bed pads, blankets and clothing.

**PROCEDURE:**

Linen counts are taken daily, Monday through Friday, by the Housekeeping Services Supervising /Lead Custodian, or their assigned designee. Once the count is taken for each area, if needed, the corresponding Housekeeping Supervising/ Lead Custodian, or their assigned designee, will contact Unitex to request an adjustment in the count for their building(s). When deliveries are received the Housekeeping Supervising /Lead Custodian, or their assigned designee, will sign off on the delivery ticket and then forward delivery tickets to the Building Superintendent 3 in the Cotter building for CVH. Blue Hills Supervising/Lead Custodian will forward their delivery tickets to Accounts Payable. At times, due to extenuating circumstances, Supervising/Lead Custodians may need to conduct a count to cover for an emergency situation, such as extreme cold.

**Scheduled Linen Deliveries**

**Monday** = Battell Hall, Blue Hills and Woodward Hall

**Tuesday** = Merritt Hall and Woodward Hall

**Wednesday** = Battell Hall, Blue Hills and Woodward Hall

**Thursday** = Merritt Hall and Woodward Hall

**Friday** = Battell Hall, Blue Hills and Woodward Hall

**Saturday** = No linen deliveries are scheduled for Saturday

**Sunday** = Battell and Woodward Hall

Nursing recommendations and/or complaints about goods or services received from ~~the Unit~~ Housekeeping must be in writing and signed. They should be sent to the Building Superintendent 3 for Housekeeping Services, whose office is located in the Cotter Building.