

WHITING FORENSIC HOSPITAL

OPERATIONAL PROCEDURE MANUAL

SECTION II:	ORGANIZATION FOCUSED FUNCTIONS
CHAPTER 7:	Management of the Environment of Care
PROCEDURE 7.23:	Patient Clothing and Linen Requests
Governing Body Approval:	6/10/18
REVISED :	

PURPOSE: All patients at Whiting Forensic Hospital (WFH), should have individualized clothing and footwear. WFH will provide clothing and footwear for any patient that does not have personal clothing. Linen is supplied to all patients. **Our landlord organization, Connecticut Valley Hospital (CVH), as part of an established Memorandum of Understanding oversees a State of Connecticut contract with Unitex to launder and distribute bath towels, wash cloths, sheets, pillowcases, bed pads, blankets and clothing for Whiting Forensic Hospital.**

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 WFH delivery tickets to the Building Superintendent 1 in the Dutcher building. 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 = Whiting Building

Tuesday = Dutcher Building,

Thursday = Dutcher Building

Friday = Whiting Building

Saturday = No linen deliveries are scheduled for Saturday

Sunday = No linen deliveries

Nursing recommendations and/or complaints about goods or services received from Housekeeping must be in writing and signed. They should be sent to the Building Superintendent 1 for Housekeeping Services, whose office is located in the Dutcher