



Facility Name \_\_\_\_\_  
Department: \_\_\_\_\_  
Policy No: \_\_\_\_\_

## Standard Operating Procedure

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### Laundry and Linen Use

**Policy:** All employees will ensure that clean and sanitized cloths, towels, aprons, table linens, and mop heads are used at appropriate intervals during the work period.

**Procedure:** Linens used in the foodservice department for purposes of cleaning and sanitizing are not used in other areas of the facility. Linens should be kept separate by functional use to minimize risk of cross contamination. All employees in foodservice must:

1. Use wiping cloths and other cleaning cloths for purposes of cleaning and sanitizing, as needed.
2. Wiping cloths used for tableware and carry-out containers shall be maintained dry and used for no other purpose.
3. Wiping cloths used for food contact surfaces shall be held between uses in an appropriate sanitizing solution.
  - a. Quaternary ammonia – 200 ppm
  - b. Iodine – 12.5-25.0 ppm
  - c. Chlorine – 50 ppm-100 ppm.
4. We recommend that wiping cloths and aprons are changed at least every four hours to minimize the risk of cross contamination. Soiled cleaning linens and aprons should be placed in a designated container by use and taken to the laundry area at the end of each shift.
5. Place soiled table linens in a designated container for transportation to the laundry at the end of each meal period.
6. Transfer wet mop heads to a separate designated container to be taken to the laundry at the end of each shift. This will minimize mold growth and infestation by pests.

In the laundry, the following procedures are recommended:

1. Linens should be washed in temperatures appropriate for color and type of fabric; generally wash water of 120°F is recommended.
2. Detergent appropriate for water type is recommended. Other cleaning agents might include a pre-soak solution and a product to minimize mold growth, particularly in humid conditions.
3. Clean and soiled linens are to be kept separate in the laundry. Employees should wash their hands prior to handling clean linens.
4. Any linen that comes in contact with human blood or other bodily fluids should be earmarked for special treatment in the laundry. This special treatment would include soaking in a chlorine bleach solution and washing in a separate load.
5. Best practice is to avoid linen contact with food.

Policy last revised on: \_\_\_\_\_



Facility Name \_\_\_\_\_

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### Laundry and Linen Use, continued

The foodservice manager will:

1. Provide sufficient containers to store clean and soiled linens separately.
2. Provide appropriate cleaning agents to effectively clean all items laundered.
3. Monitor all employees to ensure that they are following procedures.
4. Follow up as necessary.

Policy last revised on: \_\_\_\_\_