Policies of the University of North Texas Health Science Center	Chapter 4 Administration
04.411 Storage of Linens and Supplies	

Policy Statement.

It is the policy of UNT Health Science Center to store linens and supplies in accordance with proper infection control principles.

Application of Policy.

UNTHSC employees who have responsibility for storing linens and supplies in their respective areas.

Procedures and Responsibilities.

1.Linen Storage: Clean and dirty linen should always be stored separately to avoid contamination of clean linen. All clean linen should be stored in a closet or covered cart at least 6 inches from the floor.

i.Soiled linen should be placed in hampers.

ii.Heavily soiled or saturated linen should be individually red bagged in the exam room/isolated area prior to placing in hamper.

iii.Soiled linen bags should be carefully removed to avoid exposure to the wet/contaminated linen.

Responsible Party: All employees who have responsibility for storing linens in their respective areas.

2.Supply Storage:

i.All clean and sterile supplies should be stored at least 6 inches from the floor in a clean storage area. Supplies shall be maintained 2 feet or more below the ceiling in non-sprinkler areas of buildings and a minimum of 18 inches or more below sprinkler head deflectors in sprinkler areas.

ii.If packaging of clean or sterile items becomes damaged, soiled, or wet, item should be removed and repeat sterilization must occur. If the item is a single use item, the item should be discarded.

iii.Storage of combustible materials in buildings shall be orderly. Storage shall be separated from the heating devices by distance or shielding so that ignition cannot occur.

iv.All supply room storage doors should remain closed at all times.

Responsible Party: All employees who have responsibility for storing supplies in their respective areas.

References and Cross-references.

Approved: June 27, 2013

Effective: June 27, 2013

Revised: