

5. Laundry Services (Provision of Beddings, Gowns, Cloth Diapers, Other Linen Supplies)

This service ensures the adequate supply of clean linen and linen items for the patients and hospital units. Conducted daily from 8am – 5pm.

Office or Division:	St. Paul Hospital			
Classification:	Simple			
Type of Transaction:	Government-to-Government (G2G)			
Who may avail:	All Hospital Personnel			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
CLIENT STEPS	AGENCY ACTIONS	FESS TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Collect all soiled linens, gowns and cloth diapers from the Delivery Room and Emergency Room	1.1 Washing of soiled items starting with the gowns, cloth diapers and linens. 1.2 Drying of clothes to allow air circulation for faster drying.	None	2 Hours	<i>Wardman</i> St. Paul Hospital
2. Collect all used beddings from the wards	2.1 Washing and drying thoroughly.	None	2 Hours	<i>Wardman</i> St. Paul Hospital

<p>3.Return all linens, gowns and cloth diapers to the Delivery Room.</p> <p>3.1Let the client sign the logbook for documentation.</p>	<p>3.1Folding of clean linens, gowns, and cloth diapers.</p> <p>3.2Return to the Delivery Room storage.</p>	None	30 Minutes	<i>Laundry Worker</i> St.Paul Hospital
<p>4. Return all linens to ward cabinet and sign in the logbook documentation.</p>	<p>4.1Folding of clean linens, gowns, and cloth diapers.</p> <p>4.2Return to ward cabinet.</p>	None	30 Minutes	<i>Laundry Worker</i> St.Paul Hospital
<p>5. Aftercare</p>	<p>5.1Cleaning and Maintenance of the Laundry Area</p> <p>5.2Tending the Herbal plants in the vegetable garden.</p>	None	40 Minutes	<i>Laundry Worker</i> St.Paul Hospital
Total		None	5 Hours and 40 Minutes	