

**BY ORDER OF THE COMMANDER  
59TH MEDICAL WING**

**59TH MEDICAL WING INSTRUCTION 23-101**

**19 JULY 2006**

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**LINEN SUPPLY PROCEDURES**

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OPR: 59 MLRS/SGSKS

Certified by: \*59 MLRS/CC  
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This instruction implements Air Force Policy Directive 23-1, *Materiel Management Policy and Procedures*. This instruction establishes policies and procedures for the procurement, issue, exchange, security, and accounting methods for medical center linen. It applies to all activities supplied by the Linen Control Section managed by the 59th Medical Wing (MDW) housekeeping contractor. This instruction does not apply to the Air National Guard or Air Force Reserve. A copy of this instruction will be maintained in each activity utilizing medical center linen. Persons requesting linen from the Linen Control Section will understand the contents of this publication. Refer recommended changes and questions about this publication to the Office of Primary Responsibility using the AF Form 847, *Recommendation for Change of Publication*. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule on the Air Force Portal available at <https://www.my.af.mil/gcss-af61a/afrims/afrims>.

**SUMMARY OF CHANGES**

This interim change revises 59MDWI23-101 by updating Infection Control procedures. A margin bar (|) indicates newly revised material.

**1. Responsibilities.**

1.1. Healthcare Workers or Employees. Clean linen is generally classified as expendable. However, this does not relieve anyone of their responsibility to conserve and safeguard it.

1.2. The Laundry Contract Monitor (LCM) is an element of the Medical Materiel Flight, 59th Logistics and Readiness Squadron (59 MLRS/SGSKS).

1.2.1. The LCM promptly requisitions replacement linen based on requirements identified in writing by the Hospital Aseptic Management Service (HAMS) Linen Department Supervisor.

1.2.2. Ensures all linen is processed properly by the laundry, as outlined in the current contract.

1.2.2.1. Maintains a formal accounting records of salvaged and procured linens and reviews contractor linen inventory results with the Facility Management (59 MLRS/SGSKF) Quality Assurance Evaluator (QAE).

1.2.2.2. Condemns and turns in unserviceable linen to 59 MDW Medical Logistics Quality Assurance Department or arranges for other government agencies to use it as rags. Serviceable linen will not be used as rags under any circumstance. Contact the LCM at 292-5591 to obtain rags.

1.2.2.3. Assists using activities in preparing laundry tickets for items unique to their department to ensure they will be returned to them once laundered.

### 1.3. The HAMS Linen Department:

1.3.1. Furnishes linen services as specified in the housekeeping contract to users at 59 MDW and satellite clinics.

1.3.1.1. Clean Linen. Clean linen is delivered on carts to designated clinics each normal duty day morning. Linen should be delivered in packs as received from the laundry to preclude contamination during transport and storage. The linen storage area in each of these sections are inventoried daily to determine the amount of clean linen required for the next day. Clinics and other supported agencies located outside building 4550 are responsible for requesting and picking up linen required for their operation. Once requested, linen will be picked up within 24 hours or it will be placed back in the inventory.

1.3.1.2. Soiled Linen. The HAMS contractor collects soiled linen and places them in leak proof linen bags. Soiled linen are removed from hampers and transferred onto the plastic linen carts. They will be picked up twice daily. Soiled linen is not counted, as it is weighed for accountability. Users ensure that all instruments, medical supplies, and trash, are removed from soiled linen before placing it in laundry bags.

1.3.2. Establishes and keeps a formal accounting system for 59 MDW linens.

1.3.3. Inventories 59 MDW linen as specified in the terms of the housekeeping contract.

1.3.3.1. Forwards the LCM a copy of all inventories, and the monthly updates within 10 days of completion.

### 1.4. Linen Users:

1.4.1. Safeguards and secures both clean and soiled linen within their areas.

1.4.2. Inspect all linen for serviceability before using. Linen identified as unserviceable will be placed in a linen bag and delivered to the LCM office (room BM09) for disposal. Only clean articles may be turned in this manner.

1.4.3. Linen levels are established for each user by the property custodian and housekeeping contractor. As a general rule, the linen levels should reflect the quantity used in a 24-hour period. They must be realistic and reflect actual needs for each activity. The facility management QAE discusses levels with users when questionable.

1.4.4. Linen levels are written on AF Form 581, *Medical Linen Supply Record*.

1.5. The Facility Management QAE (59 MLRS/SGSKF):

1.5.1. Assures 59 MDW Housekeeping contractors perform linen service according to the applicable contract.

1.5.2. Reviews recommendations or complaints received from 59 MDW staff.

1.5.3. Reviews housekeeping contractor's linen inventory with the LCM.

1.6. The Infection Control Officer :

1.6.1. Annually reviews the linen contract for compliance with established standards.

1.6.2. The Infection Control Officer will tour the linen facility with the Linen QAE, prior to contract award for locally purchased contracts and annually thereafter, to evaluate and ensure the practice is IAW the scope of work for the contract.

1.6.3. The Infection Control Officer will report findings and any recommendations to the Infection Control Function.

## 2. Off-Line Laundry Service.

2.1. Sections with linen items unique to their activity may obtain laundry service by bringing them to the LCM office in room BM09 between 0730 and 1630, Monday through Friday. This service is provided to preclude these items from being lost in the bulk laundry. Items include, but are not limited to, Sleep Center linens, and physician/lab coats.

2.2. Soiled linen should be in a sealed plastic linen bag.

2.3. The LCM will assist in preparing a laundry ticket for the items to be laundered. Ticket should describe items, name and a telephone number of person to contact when laundry is returned. Normal turn around time is 48 hours.

3. DELETED.

\*GLENN A. YAP, Colonel, USAF, MSC, FACHE  
Administrator

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 41-209, *Medical Logistics Support*, 1 July 2011

AFMAN 33-363, *Management of Records*, 1 March 2008

MDWI 36-2901, *Uniform and Professional Dress*, 23 March 2006

MDWI 44-157, *Infection Control Program*, 14 January 2010

Table of Allowance (TA) 016, 4th Edition, *Special Purpose Clothing and Personal Equipment*

***Adopted Forms***

AF Form 581, *Medical Linen Supply Record*, 18 April 2006

AF Form 847, *Recommendation for Change of Publication*, 22 September 2009

***Abbreviations and Acronyms***

**HAMS**—Hospital Aseptic Management Service

**LCM**—Laundry Contract Monitor

**MDW**—Medical Wing

**QAE**—Quality Assurance Evaluator

***Terms***

**Clean Linen**—Linen which has been processed by the laundry and is ready for use.

**Linen**—All government supplied textile items used by 59 MDW activities.

**Soiled Linen**—Linen which has been used, soiled, isolated, or contaminated, whether or not there is visible soiling.

**Unserviceable Linen**—Linen no longer usable for its originally intended purpose due to its worn or damaged condition.