



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

Department: \_\_\_\_\_

Policy No: \_\_\_\_\_

## STANDARD OPERATING PROCEDURE

---

### 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 restaurant for purposes of cleaning and sanitizing are not used in other areas of the establishment. Linens should be kept separate by functional use to minimize risk of cross contamination.

**All restaurant employees must:**

1. Use wiping cloths and other cleaning cloths for purposes of cleaning and sanitizing, as needed.
2. Wiping cloths used for food spills from tableware and carry-out containers shall be used for no other purpose.
3. Cloths used in food preparation that come in contact with raw TCS foods should not be used for wiping of tables.
4. Wiping cloths used for food contact surfaces shall be held between uses in an appropriate sanitizing solution.
  - a. Quaternary ammonia – Manufacturer's recommendation
  - b. Iodine – 12.5-25.0 ppm
  - c. Chlorine – 50 ppm-100 ppm.
5. We recommend that wiping cloths and aprons are changed as needed but at least every four hours to minimize the risk of cross contamination.
6. 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.
7. Place soiled table linens in a designated container for transportation to the laundry at the end of each meal period.
8. Linens, such as cloth napkins, cannot contact food unless they are used to line a container (i.e. bread basket) and replaced each time the basket is used for a new customer.
9. 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 direct linen contact with food.
6. On site laundry facilities should only be used for restaurant linens and not by other departments in the facility.

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



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

Department: \_\_\_\_\_

Policy No: \_\_\_\_\_

## **STANDARD OPERATING PROCEDURE**

---

**The restaurant manager will:**

1. Provide sufficient containers to store clean and soiled linen 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.