**FIRST** **STEP:** **Complete** **This** **Information**

**Date:** **Time:**

**List/Describe** **Clothing/Uniform:**

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**Hospital/Site** **name:** **Department:**

**Employee** **name:** **Employee** **number:**

Follow Below Steps:

1. Place clothing in Orange “Special Handling” bag (get from your linen department).
2. Use entire form as a label; fill out FIRST STEP information.
3. Securely staple/tape entire form to the bag or place inside the orange bag.
4. Give the soiled bag to Linen Services staff or place your clothing bag with soiled hospital laundry bags.
5. Turnaround time of personals is a maximum of seven (7) days.
6. Clean items will be returned with the linen delivery of member facility.