



**POLICY AND ADMINISTRATIVE  
PROCEDURE**  
**Manual of Policies and Procedures**

Title

**LAUNDRY OPERATIONS**

Legal References (includes but is not limited to)	Related Policies/Procedures (includes but is not limited to)	Other References (includes but is not limited to)
IC 11-8	02-01-101 02-01-104	

I. PURPOSE:

The purpose of this policy and administrative procedure is to provide guidelines to prevent property damage and to enhance the personal safety of offenders and staff members assigned to facility laundry operations.

II. POLICY STATEMENT:

The Department recognizes the need for offenders to maintain an appropriate standard of personal hygiene in order to maintain a safe and healthy environment. Offenders shall be provided with the opportunity to launder or exchange clothing and linens to maintain cleanliness, personal hygiene, and sanitation.

III. DEFINITIONS:

A. **SOILED RAGS:** Cloth items soaked with chemicals or combustible substances.

B. **OFFENDER:** An adult or juvenile person committed to a department of correction (federal, state, or local) and housed or supervised in a facility either operated by the department of correction or with which the department of correction has a contract, including an adult or juvenile under parole supervision; under probation supervision following a commitment to a department of correction; in a minimum security assignment, including an assignment to a community transition program.

IV. PROCEDURES:

A. **General Laundering:**

The laundering process, in its entirety, shall be supervised by a staff person designated by the Warden. The laundry equipment shall be operated in accordance with the manufacturer's recommendation found in the equipment's instructional manual, including, but not limited to:

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1. Proper size of laundry load;
2. Compatibility of items being laundered; and,
3. The instrument panel settings.

Laundered items shall be removed from washing machines immediately and placed in a dryer. Wet or damp laundered items shall not be placed in piles, hampers, carts, or shelves. A staff person shall ensure that all items have been cleaned properly, and that nothing remains in the laundry carts or washers.

**B. Soiled Rags and Mop Heads**

Special containers are provided for flammable liquids and for rags used with flammable liquids. All such receptacles and containers shall be emptied and cleaned daily.

Special precautions shall be taken when laundering soiled rags and/or mop heads including, but not limited to:

1. Soiled rags, mop heads, and other cloth material soaked in flammable and/or toxic chemicals shall be washed thoroughly with a degreaser detergent;
2. Staff shall ensure that all residues are removed during the rinse process; and,
3. Under no circumstances shall these items be left unattended in the washer.

**C. Drying**

The drying process, from start to finish, shall be supervised by laundry staff. Once the dryer cycle is completed, including the cool-down cycle, items shall be removed, spread out in a single layer on a sorting table for a minimum of ten (10) minutes before folding, bagging, or loading in carts. No items shall be left unattended in the dryer

Under no circumstance shall mop heads or soiled rags be placed in a dryer. These items shall be arranged appropriately for air-drying.

**D. Dryer Cleaning Schedule**

After each use, the lint trap shall be cleaned, the lint screen inspected for damage and the Dryer After Use Cleaning form shall be completed.

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1. Daily: The lint panel shall be opened and the compartment shall be vacuumed. The areas immediately surrounding the dryers shall be vacuumed. The Dryer Daily Cleaning Form shall be completed.
2. Monthly: The back of the dryer shall be opened and the drive motor vacuumed. The inside components of the dryer to remove excess lint. The Dryer Monthly Cleaning form shall be completed.
3. Semi-Annually: All exhaust duct work and be cleaned and ductwork connections shall be inspected for damage and for fit.

V. APPLICABILITY:

This policy and administrative procedure is applicable to all Laundry operations within the Department.

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signature on file  
Robert E. Carter, Jr.  
Commissioner

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Date