

 <p>SMALL SCALE FOOD PROCESSOR ASSOCIATION <small>SUPPORTS INDEPENDENT FOOD PROCESSORS & GROWERS</small></p>	<p>Document No: HUB.S.SOP.59 Effective Date: August 1, 2022 Revision Date: NEW</p>
<p>Laundry SOP</p>	<p>Revised By: NRoss Approved By: MDaskis Reason for Revision: NEW</p>

OBJECTIVE:

Outline the procedures for handling facility laundry and individual HUB Users laundry.

SCOPE:

This SOP is read by all users and owners of Food HUB

PROCEDURE:

1. An outside linen service is used for uniforms, towels and doormats.
2. HUB may have responsibility for all uniform and linen service supplies or HUB Users may have their own account with linen service for uniforms.
3. The linen service will provide fresh linens on a *weekly* schedule. Each HUB User will be provided with an allotment of towels.
4. Dirty towels can be a source of contamination.
 - HUB Users must rinse used towels before putting in the laundry pick up bag.
 - Dirty towels must not be left in the premise area. Dispose of dirty towels daily.

DEVIATION PROCEDURE:

HUB User will be retrained on towel etiquette if good housekeeping procedures are not followed and if dirty towels are left in premise area

RECORDS AND RELATED DOCUMENTS

HUB.S.REC.135 Daily Sanitation Inspection checklist

REVIEW:

This SOP should be reviewed when changes occur and/or at least annually.