

Manual M-1, Operations. Part VII, Building Management Service

Chapter 6, Textile Care Facility Operations.

Appendix 6A, Laundry Consolidation Determination Procedure

This document includes:

Title page and verso for M-1, Part VII, dated **June 3, 1968**

Contents and Rescissions pages for M-1, Part VII, dated **March 14, 1994**

Contents page for Chapter 6, dated **July 28, 1989**

Text for Appendix 6A, dated **April 9, 1985** (Change 22)

Transmittal sheet located at the end of the document:

Sheet dated July 28, 1989

Change 22, dated **April 9, 1985**

PART VII

M-1

VETERANS ADMINISTRATION

DEPARTMENT OF MEDICINE AND SURGERY MANUAL

OPERATIONS



PART SEVEN

BUILDING MANAGEMENT SERVICE

WASHINGTON, D.C. 20420

JUNE 3, 1968

M-1, Part VII

Department of Medicine and Surgery
Veterans Administration
Washington, D.C. 20420

June 3, 1968

Part VII, "Building Management Service," VA Department of Medicine and Surgery Manual M-1, "Operations," is published for the compliance of all concerned.

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CONTENTS

CHAPTER

1. ADMINISTRATIVE OPERATIONS
2. PEST MANAGEMENT OPERATIONS
3. GROUNDS MANAGEMENT OPERATIONS (Reserved)
4. SANITATION OPERATIONS
5. BED SERVICES OPERATIONS (Reserved)
6. LAUNDRY SERVICES
7. LINEN SERVICES
8. EMPLOYEE UNIFORMS
9. CLOTHING, INCIDENTALS AND SERVICES FOR PATIENTS
10. TEXTILE CARE OPERATIONS (Reserved)
11. INTERIOR DESIGN OPERATIONS
12. PAINTING OPERATIONS (Reserved)
13. SIGNAGE AND DIRECTIONAL GRAPHICS OPERATIONS

RESCISSIONS

The following material is rescinded:

1. COMPLETE RESCISSIONS

a. Manuals

Changes 1, 2, [3, 4, 5], 6, 8, [9, 10, 11, 12, 13, 14, 15, 16 and 20] M-1, part VII
M-1, Part VII, Chapter 8, dated November 2, 1990, and changes 1 and 2

b. Interim Issues

II 10-70-20

II 10-71-2

II 10-71-22

II 10-72-11

II 10-75-5

II 10-75-21

II 10-76-24

II 10-79-23

II 10-79-1

II 10-79-19

II 10-85-5

II 10-85-13 and Supp. No. 1

CONTENTS

CHAPTER 6. TEXTILE CARE FACILITY OPERATIONS

PARAGRAPH	PAGE
6.01 General	6-1
6.02 Policy	6-1
6.03 Scope of VA Textile Care Services	6-2
6.04 Operational Responsibility	6-2
6.05 Quality Assurance	6-3
6.06 Rates for Reimbursable Textile Care Services	6-4
6.07 Collecting for Reimbursable Services	6-5
6.08 Workload Data	6-5
6.09 Safety	6-5
6.10 Preventive Maintenance	6-6
6.11 Training	6-6
6.12 Field Laundry Advisory Group	6-7
6.13 Basic TCPF Staffing Methods	6-7
6.14 Basic Construction Program Methodology	6-7
6.15 TCPF Systems/Equipment Replacement	6-8

APPENDIXES

6A Laundry Consolidation Determination Procedure	6A-1
6B Performance Work Statement Quality Survey Evaluation for Laundry Operations	6B-1

April 9, 1985

M-1, Part VII
Change 22
APPENDIX 6A

LAUNDRY CONSOLIDATION DETERMINATION PROCEDURE

The following procedure is designed to assist management in determining whether to consolidate or to continue to operate an in-plant laundry facility.

- a. Figure 1 identifies factors effective in selection of laundry services. Each factor is followed by three descriptive statements. For each factor, management will check the box inside the statement that most closely describes the situation.
- b. Figure 2 (the computation sheet) provides a method for assigning weights to the responses given in figure 1. In step 2 of figure 2, four areas (production costs, future plans, linen quality and cost, and miscellaneous) are ranked. Completion of the computations in figure 2 yields a grand total score.
- c. Figure 3 explains the meaning of the total score. Low scores indicate the need to consider the use of consolidated laundry services. High scores indicate the need of continuing in-plant operations.

FACTORS AFFECTING SELECTION OF
 LAUNDRY SERVICES
 (CHECK APPROPRIATE BOXES)

PRODUCTION COSTS

FACTOR	COLUMN A	COLUMN B	COLUMN C
SIZE OF MEDICAL CENTER AUTHORIZED BEDS	LESS THAN 400	400-750	MORE THAN 750
ONE WAY DRIVING TIME TO NEAREST VA LAUNDRY BY MOST EFFECTIVE TRUCK TRANSPORTATION	LESS THAN 2 HOURS	2-3 HOURS	MORE THAN 3 HOURS
ANNUAL UTILITIES + M&R COSTS PER POUND	MORE THAN .06 CENTS	.04-.06 CENTS	LESS THAN .04 CENTS
ANNUAL LABOR COSTS PER POUND PROCESSED	MORE THAN .12 CENTS	.08-.12 CENTS	LESS THAN .08 CENTS
TOTAL ANNUAL OPERATIONAL COSTS PER POUND PROCESSED	MORE THAN .26 CENTS	.23-.26 CENTS	LESS THAN .23 CENTS

Figure 1

EQUIPMENT/SPACE/FUTURE PLANS

FACTOR	COLUMN D	COLUMN E	COLUMN F
PROJECTED EQUIPMENT REPLACEMENT COSTS (NEXT 3 YEARS)	MORE THAN \$250,000	\$125,000-\$250,000	LESS THAN \$125,000
SPACE CONSUMED BY LAUNDRY	SPACE VALUABLE, NEEDED FOR OTHER PURPOSES	SPACE VALUABLE, BUT NO KNOWN PLANS FOR OTHER USES	SPACE PLENTIFUL, SPACE NOT NEEDED FOR OTHER PURPOSES
EXPANSION PLANS OF MEDICAL CENTER	ADDITIONAL LAUNDRY EQUIPMENT NEEDED FOR FUTURE EXPANSION	EXPANSION PLANS BEING FORMULATED, UNKNOWN IF ADDITIONAL EQUIPMENT NEEDED	NO KNOWN EXPANSION PLANS, NO ADDITIONAL EQUIPMENT REQUIRED

Figure 1—Continued

LINEN QUALITY AND REPLACEMENT COSTS

FACTOR	COLUMN G	COLUMN H	COLUMN I
LINEN QUALITY DESIRED BY MANAGEMENT TENSILE STRENGTH AND WHITENESS RETENTION DESIRED BY MANAGEMENT	MORE THAN 10 PERCENT AND LESS THAN 90 PERCENT	5-10 PERCENT AND 90-95 PERCENT	LESS THAN 5 PERCENT AND MORE THAN 95 PERCENT
ANNUAL LINEN REPLACEMENT COSTS PER POUND PROCESSED	MORE THAN .11 CENTS	.07-.11 CENTS	LESS THAN .07 CENTS

MISCELLANEOUS

FACTOR	COLUMN J	COLUMN K	COLUMN L
ADMINISTRATIVE (TIME DEVOTED TO LAUNDRY OPERATION BY SERVICE CHIEF)	MORE THAN 50 PERCENT	20-50 PERCENT	LESS THAN 20 PERCENT
USE OF SPECIALITY ITEMS	WILLING TO STANDARDIZE	MAY STANDARDIZE TO REDUCE COSTS	NOT WILLING TO STANDARDIZE

Figure 1—Continued

COMPUTATION SHEET

Step 1—Count number of boxes checked in each column in figure 1. Place number in appropriate column and multiply by indicated number. Add three columns to obtain section totals.

Number of boxes checked
 Column A _____ x 2 = _____
 Column B _____ x 4 = _____
 Column C _____ x 8 = _____
 Total: _____

Number of boxes checked
 Column D _____ x 2 = _____
 Column E _____ x 5 = _____
 Column F _____ x 10 = _____
 Total: _____

Number of boxes checked
 Column G _____ x 5 = _____
 Column H _____ x 10 = _____
 Column I _____ x 20 = _____
 Total: _____

Number of boxes checked
 Column J _____ x 5 = _____
 Column K _____ x 10 = _____
 Column L _____ x 20 = _____
 Total: _____

Step 2—Transfer section totals to spaces below. Assign a priority number to each section. (Assign "4" to the area you are most concerned with, and "1" to the least problematic area.) Multiply section totals by priority number and add the results for grand total.

	Section Total		Priority Number (1-4)		
Columns A, B & C	_____	x	_____	=	_____
Columns D, E & F	_____	x	_____	=	_____
Columns G, H & I	_____	x	_____	=	_____
Columns J, K & L	_____	x	_____	=	_____
			Grand Total		_____

Figure 2

SCORE DEFINITION

If your grand total score is	Recommendation for management to consider
100-175	Potential Consolidation: Strongly consider the consolidation of laundry services. The VA medical center's costs are high, or equipment may need replacement. Suggest a thorough study of present costs, future plans, and all feasible alternatives.
176-250	Stand Alone: For reasons of desired linen quality or VA medical center location or patient load, a VA medical center operated laundry service should be maintained.
251-300	Stand Alone, Potential Sharing, Examine Cost: Results indicate the need for an in-house laundry operation. Consider sharing your services in your area or carrying out a rigorous cost reduction effort relative to production and linen distribution areas.

Figure 3

3-71-86

October 1, 1985

Part VII, "Building Management Service," VA Department of Medicine and Surgery Manual M-1, "Operations," is changed as indicated below:

NOTE: The purpose of this change is to update Chapter 6, "Laundry Services," and add Appendix 6B, "Performance Work Statement Quality Survey Evaluator for Laundry Operations."

Page 6-i:

Delete "APPENDIX" and insert "APPENDIXES".

Under "6A Laundry ... 6-A" add "6B Performance Work Statement Quality Survey Evaluator for Laundry Operations ... 6B-1".

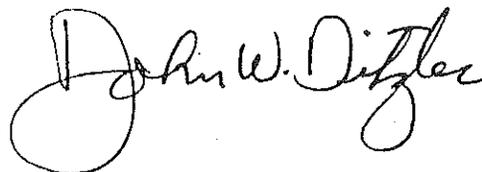
Page 6-1, paragraph 6.02a: Add the following subparagraph:

(5) Laundering of textiles by VA laundry facilities will be conducted utilizing water temperatures not to exceed 120 °F. All chemicals used will emulsify in 70 degree water."

Page 6-2, paragraph 6.05a: Delete "a. Quality control ... standards will include:" and insert the following:

"a. Quality control standards, including linen laundering procedures will be in accordance with the Quality Survey Evaluator identified in appendix B of this chapter. These standards applicable to either in-house or contractor-performed laundry services will be formally established and monitored accordingly. As a minimum, quality control standards will include:"

Pages 6B-i and 6B-ii and 6B-1 through 6B-43: Insert these pages attached.



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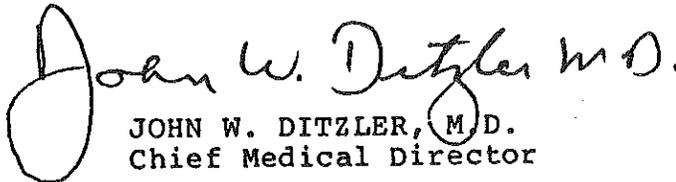
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April 9, 1985

Part VII, "Building Management Service," VA Department of Medicine and Surgery Manual M-1, "Operations," is changed as indicated below:

NOTE: The purpose of this change is to revise chapter 6 and add appendix 6A.

Pages 6-i and 6-1 through 6-3: Remove these pages and substitute pages 6-i, 6-1 through 6-3 and 6A-1 through 6A-7 attached.


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