

Laundry – Procedure PO180-5

1. AIM

To promote the health and well-being of all who use the centre through the provision of a hygienic environment.

2. SUPPORTING DOCUMENTATION

Te Whariki: Early Childhood Curriculum

Licensing Criteria for Early Childhood Education & Care Services, 2008 (amended 2026)

3. PROCEDURE

1. The centre will supply mattress protectors, blankets and sheets for the children's use while at the centre.
2. Mattress protectors, blankets and sheets will be kept in named baskets or on named beds between laundering and used only for the child named on the bed or basket.
3. Sheets will be washed weekly unless soiled, in which case they will be laundered immediately.
4. Mattress protectors and blankets will be laundered during each school holiday period and more often as required.
5. Laundry will be washed on *normal*, *cold* cycle and dried on *normal* cycle.
6. Any linen that has urine, vomit, faeces or blood on it will be put in a plastic bag labelled with the contaminant and laundered separately on HOT cycle.
7. Separate towels are supplied for
 - a) mopping up spills or drying equipment and
 - b) drying children's bodies.
8. Laundry will be separated into the 3 bins as labelled in the laundry. Each grouping will be washed separately.
 - i. Cleaning- *Rags and floor towels*
 - ii. Bodies- *Clothes, body towels, sheets, blankets*
 - iii. Food- *Bibs, flannels, tea towels, dish cloths*

Document information – Office use only	
Document Name	Laundry
Document Number	PO180-5
Executive	Executive Director, Student and Academic Services
Owner	Executive Director, Student and Academic Services
Developer	Supervisor Children Centre
Review Frequency	24
Last Review	19/07/2026
Next Review	19/07/2028
Related Items	Health, Safety and Wellbeing – Policy QS180 Hazard and Risk Management – Procedure PS180-12
Version history	New format July 2020 Migrated format March 2023 Reviewed in June 2026

Hardcopies of this document are considered uncontrolled copies of the original.

Please refer to the electronic source (QMS) for the latest version.