

ATTENTION: All Therapists

Laundry Procedure for Fabric slings used on Encore



When a fabric sling (see pictures above) is soiled, the patient's therapist is responsible for sending the soiled sling to be laundered.

Procedure:

- 1) Place the soiled sling in a clear plastic bag, and label on a piece of paper:
“Duke North PT/OT Room 6218 and Date” & “Dirty sling for Linens to pick up.”
Staple the paper to the bag.
- 2) Page Linens Distribution 970-5547 for pick up on Monday to Friday between 8 a.m. to 5 p.m. (*If pick up is needed on the weekend, please place the call on Monday.*)
- 3) Notify Kathy at the front desk about the pick up. Also, notify your colleagues via email or a written note that the soiled sling is being laundered.
- 4) The clean sling will be delivered in a couple of days.

Thank You for Your Assistance!