

Unit DT8P 04 (2HK6)

Provide a linen service

This Unit has the following elements:

Element 1 (2HK6.1)

Receive and check clean linen

Element 2 (2HK6.2)

Store and issue clean linen

Candidate Name:

Assessment Centre:

I have completed the requirements of this Unit.

Candidate signature: _____ **Date:** _____

I can confirm the candidate has completed all requirements of this Unit.

Assessor signature: _____ **Date:** _____

Assessor counter signature:
(where applicable) _____ **Date:** _____

IV signature: _____ **Date:** _____

IV counter signature:
(where applicable) _____ **Date:** _____

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Unit Summary

This Unit is about taking delivery of linen supplies, checking deliveries and completing any relevant forms. The Unit also covers storing linen under the correct conditions and using stock rotation procedures.

The typical day-to-day activities you might carry out for this Unit include:

- ◆ receiving and checking linen
- ◆ dealing with discrepancies
- ◆ completing documents
- ◆ handling and transporting linen
- ◆ storing linen
- ◆ issuing linen
- ◆ rotating stock
- ◆ maintaining storage areas

What some of the words in this Unit mean	
Internal deliveries	for example, from other departments in your organisation
Pest infestation	for example, rats, mice, cockroaches
Receiving area	anywhere in your workplace where you receive deliveries

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Element 1 (2HK6.1)

Receive and check clean linen

What you must do (circled numbers must be observed)		Assessor initials/date
Evidence for the remaining points may be assessed through questioning or witness testimony		
①	Check deliveries of linen supplies to ensure that they match orders and delivery notes	
②	Complete delivery documentation accurately	
3	Report any discrepancies with deliveries to the appropriate member of staff	
④	Move clean linen safely to the storage area	
⑤	Check linen meets presentation requirements and report any discrepancies to the appropriate member of staff	
⑥	Keep receiving areas clean, tidy, hygienic and secure	

What you must cover (minimum requirement for observation in italic and bold)	Activity/Evidence (insert tick or supplementary reference)					
	1	2	3	4	5	6
Evidence for the remaining points may be assessed through questioning or witness testimony						
<i>Deliveries, at least one required from the following:</i>						
internal linen supply						
external linen supply						
<i>Presentation requirements, at least three required from the following:</i>						
clean						
free from stains						
free from fabric damage						
folded correctly						

Unit DT8P 04 (2HK6)**Provide a linen service****Element 1 (2HK6.1)****Receive and check clean linen**

Candidate name:		Assessor initials/date
No	Activity	
1		
2		
3		
4		
5		
6		

Unit DT8P 04 (2HK6)

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Element 2 (2HK6.2)

Store and issue clean linen

What you must do (circled numbers must be observed)		Assessor initials/date
Evidence for the remaining points may be assessed through questioning or witness testimony		
①	Store linen supplies under the correct conditions	
②	Follow stock rotation procedures	
③	Issue the correct type and quantity of linen to staff	
④	Keep accurate and complete records of items received, stored and issued	
5	Report signs of missing stock immediately	
⑥	Keep storage areas clean, dry and secure	
⑦	Report signs of pest infestation immediately	

What you must cover (minimum requirement for observation in italic and bold)	Activity/Evidence (insert tick or supplementary reference)					
	1	2	3	4	5	6
Evidence for the remaining points may be assessed through questioning or witness testimony						
<i>Conditions, at least three required from the following:</i>						
lighting						
ventilation						
temperature						
cleanliness						

Unit DT8P 04 (2HK6)**Provide a linen service****Element 2 (2HK6.2)****Store and issue clean linen**

Candidate name:		Assessor initials/date
No	Activity	
1		
2		
3		
4		
5		
6		

Unit DT8P 04 (2HK6)**Provide a linen service**

What you must know for the Unit	
For the whole Unit	
K1	Current relevant legislation relating to safe working practices when handling and storing linen
Element 1 (2HK6.1) Receive and check clean linen	
K2	Why you should not accept damaged goods
K3	What procedures you should follow if the amount delivered does not match orders and delivery notes
K4	What procedures you should follow if the linen delivered does not meet the required standards of presentation
K5	Why you should keep receiving areas clean, tidy and free from rubbish
K6	Why you should check that linen you receive is correctly folded
Element 2 (2HK6.2) Store and issue clean linen	
K7	Why storage conditions are important and what effect they have on linen items in storage
K8	What procedures you should follow to store linen
K9	Why stock rotation procedures are important
K10	What procedures you should follow to issue linen items to staff
K11	Why you should maintain accurate records of clean linen items received, stored and issued
K12	Why it is important to secure linen stores against unauthorised access
K13	What procedures you should follow to make sure pest infestation does not occur
K14	What you should do if you identify pest infestation
K15	The types of problems that may happen when storing linen and how you should deal with these

Knowledge evidence retained

Assessor signature: _____

Date: _____

Unit DT8P 04 (2HK6)**Provide a linen service**

Candidate name:		Assessor initials/date
Ref	Supplementary evidence	
A		
B		
C		
D		
E		
F		
G		
H		

Assessor Feedback