



FDR Services Corp.

Healthcare Laundry Specialists

SPECIALTY ITEMS PROGRAM

Corporate Office:

One Ames Court

Suite 204

Plainview, NY 11803

516-933-4040



Table of Contents

- I. Overview of Specialty Items Program**
- II. Specialty Items -- Procedure**
- III. Specialty Items Mesh Bag**
- IV. Specialty Items**

Revised: 10/10/08



I. Overview of Specialty Items Program

This service is offered as an add-on to existing customers. It allows customers to consolidate miscellaneous laundering through our system while providing a mechanism for safe return. Net bags are also used to keep the items isolated from the general population of linen. Items suitable for this purpose include occasional cart covers or small quantities of draperies, etc.

II. Specialty Items - Procedure

In order to ensure the proper return of specialty items picked up soiled from each customer, the following procedure must be strictly adhered to.

1. We will provide blue mesh bags for each facility upon request.
2. On each mesh bag, there will be a poly cotton flag (4 x 6). A 3 1/4" x 1" label will be heat sealed to this flag. This label will contain the name of the facility to ensure that all specialty items received from that facility would be returned to that facility along with the net bag. (*Sample Label and Mesh Bag on following page*)
3. Only the soiled specialty items listed on the following page are to be placed in this mesh bag.
4. The mesh bags are closed by pinning the top of the mesh bag all across to prevent any articles from falling out. Please be careful and pin the mesh bags so that there are no open gaps at the top.
5. Contact the Account Manager or office notifying them of the merchandise that will be coming into the plant. These mesh bags are to be placed on top of your soiled linen bins for the next pick up. It is also recommended that the customer fill out a list of items being sent and have driver sign that he picked up said items.
6. Once net is scanned in at plant it can be tracked in our system.
7. The specialty department will have delivery ticket the next day to ensure net is ready for invoicing and delivery.



8. The Turn around time for specialty items is approximately 48 hours.

III. Specialty Items Mesh Bag





IV. SPECIALTY ITEMS

1. Bed Spreads
2. Cubicle Curtains
3. Dust Mops 24"
4. Dust Mops 36"
5. Sleep Lab Linens
6. Aprons
7. Wet Mops