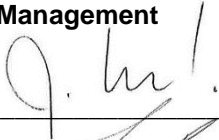
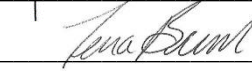


Leamington Mennonite Home

POLICY AND PROCEDURE

CATEGORY: Laundry	SUBJECT: Linen Inventory Management	SECTION: L
DATE: January 1, 2024	Administrator: 	POLICY: 5
REVISION DATES:	HKL Supervisor: 	

LINEN INVENTORY MANAGEMENT

POLICY:

The linen inventory will be completed on a regular basis to ensure that there will be sufficient linen in circulation to always meet resident care needs.

PROCEDURE:

The HKL Supervisor will:

- 1) Ensure a full linen inventory is conducted every six months.
- 2) Remove any torn, worn, or badly stained linen from circulation. Some of these linens can be kept for emergency linens.
- 3) Monitor the quantity of linen removed from the system and inventory numbers to determine the frequency and quantity of replacement linens that are required.
- 4) Summarize inventory findings using Linen Inventory Form. Ensure all columns on the Linen Inventory Form are completed.
- 5) Analyze linen requirements based on numbers.
- 6) Review budget allowance.
- 7) Place linen order to bring inventory levels up to acceptable numbers.
- 8) Send completed report to Administrator and Services Provider

Attachments: XII-J-10.10(a) Linen Inventory Form