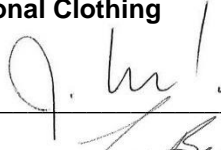
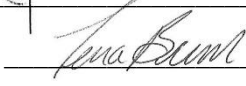


Leamington Mennonite Home

POLICY AND PROCEDURE

CATEGORY: Laundry	SUBJECT: Repairing Personal Clothing	SECTION: R
DATE: January 1, 2024	Administrator: 	POLICY: 2
REVISION DATES:	HKL Supervisor: 	

REPAIRING PERSONAL CLOTHING

POLICY:

Resident personal clothing will be maintained in good repair.

PROCEDURE:

The HKL Supervisor will:

- 1) Explain the range of laundry services offered to families during the move in process and explain what the arrangements are for repairs.
- 2) If possible, assign an individual who is considered qualified to mend, replace buttons and zippers, and make small alterations to resident clothing. This person can be either contracted on an hourly basis or on a piece work basis. This is an uninsured service.
- 3) Remove clothing items requiring repair from circulation and notify the family or responsible party to confirm arrangements for pick up or repair.