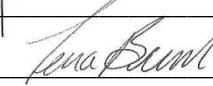


Leamington Mennonite Home

POLICY AND PROCEDURE

CATEGORY: Laundry	SUBJECT: Folding & Sorting Laundry	SECTION: F
DATE: January 1, 2024	Administrator: 	POLICY: 3
REVISION DATES:	HKL Supervisor: 	

FOLDING & SORTING LAUNDRY

POLICY:

All clean and dried laundry is to be folded and sorted according to specific type to maintain an organized work area and allow for quick and accurate distribution.

PROCEDURE:

Laundry staff will:

- 1) Sort and count all clean laundry in the clean laundry area.
- 2) Fold all bath towels, clothing protectors, bedspreads, and blankets, and place on a clean linen cart.
- 3) Place sheets, if knitted variety is used, in a coloured-netted bag; orange for tops, white for bottoms, and place on cart.
- 4) Place face cloths, peri cloths, and hand towels in coloured mesh bags if using a non-fold system; otherwise fold and place on the clean linen cart per par stock numbers.
- 5) Fold dignity pads fabric side in and place on clean linen cart.
- 6) Place the required number of all the above items on each cart for the specified floor.
- 7) Place all personal clothing as follows:
 - Dresses, shirts, pants, skirts, jackets, and track suits are to be hung on hangers and placed on appropriate rack for distribution to specified resident home area/neighbourhood
 - Underwear, bras, nightgowns, pyjamas, t-shirts, undershirts, sock, and stockings are to be placed in resident's bin for distribution
 - All bags are to be folded and stored on a clean linen cart
- 8) Put any unlabelled clothing on carts and return to the floor for identification. If not identified, store in the lost and found.
- 9) Remove any torn or badly worn linen from circulation and record on record sheet.

10) Report any linen shortages to the HKL Supervisor immediately.