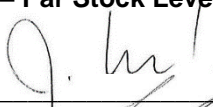
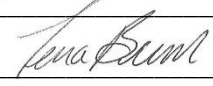


Leamington Mennonite Home

**POLICY AND PROCEDURE**

<b>CATEGORY:</b> Laundry	<b>SUBJECT:</b> Linen Supplies – Par Stock Levels	<b>SECTION:</b> L
<b>DATE:</b> January 1, 2024	<b>Administrator:</b> 	<b>POLICY:</b> 8
<b>REVISION DATES:</b>	<b>HKL Supervisor:</b> 	

**LINEN SUPPLIES – PAR STOCK LEVELS**

**POLICY:**

The Home shall maintain sufficient linen to meet resident care needs at all times, allowing for processing time in the laundry.

**PROCEDURE:**

The HKL Supervisor or designate will:

- 1) Complete a full inventory count of linens in circulation and in stock at a minimum of every six months using the Linen Inventory Form to determine when purchases are required, identify stock which needs to be discarded, and identify loss ratio of the department.
- 2) Remove worn, torn, or badly stained linens from circulation.
- 3) Order linen supplies to maintain the following par stock levels:

Bed Spreads	0.75x number of beds
Blankets – warm	1x number of beds
Fitted Sheets – tops	1.5x number of beds
Fitted Sheets – bottoms	1.5x number of beds
Pillow Cases	6x number of beds
Bath Towels	4x number of beds
White Hand Towels	7x number of beds
White Face Cloths	7x number of beds
Peri Care Cloths	8x number of beds
Clothing Protectors (Bibs)	6x number of beds
Pillows	2x number of beds
Isolation Gowns	as determined by DOC
Bed Pads	3x number of beds
Aprons (coloured)	15 per RHA/Neighbourhood daily
Aprons (white)	as determined by DDS
Tablecloths	1 per table for lunch and dinner
Yellow Face Cloths for Dining	3x number of residents.

Optional Service Supplies: Hairdresser, Massage, Esthetician (determine supply required)