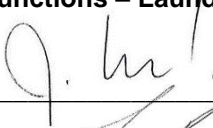
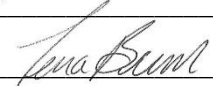


Leamington Mennonite Home

**POLICY AND PROCEDURE**

<b>CATEGORY:</b> Laundry	<b>SUBJECT:</b> Departmental Functions – Laundry	<b>SECTION:</b> D
<b>DATE:</b> January 1, 2024	<b>Administrator:</b> 	<b>POLICY:</b> 4
<b>REVISION DATES:</b>	<b>HKL Supervisor:</b> 	

**DEPARTMENTAL FUNCTIONS – LAUNDRY**

**POLICY:**

The principle functions of the Laundry Department are to ensure that a daily supply of clean linen is always available and that all residents' personal clothing is washed, dried, and returned to the resident within 48 hours of receiving personal items.

**PROCEDURE:**

The HKL Supervisor will:

- 1) Provide opportunities for education, growth, and development of laundry staff.
- 2) Ensure adherence to all applicable provincial regulations, e.g. sanitation code, Public Health, PIDAC, and WHMIS legislation, and that the departmental policy and procedure manual is adhered to.
- 3) Assist with the development of new policies and procedures as required.