

Leamington Mennonite Home

POLICY AND PROCEDURE

CATEGORY: Laundry	SUBJECT: Chemical Purchasing – Laundry	SECTION: C
DATE: January 1, 2024	Administrator: 	POLICY: 7
REVISION DATES:	HKL Supervisor: 	

CHEMICAL PURCHASING – LAUNDRY

POLICY:

The Home will purchase chemicals from preferred vendors for the laundry department in keeping with their operating budget and will contact the Support Services Partner before purchasing any chemical outside of the preferred vendors and preferred chemical lists.

PROCEDURE:

The HKL Supervisor will:

- 1) Place orders with the preferred vendor on a regular basis to ensure that the cleaning/sanitation functions of linens and personal clothing are maintained.
- 2) Determine a PAR stock of chemicals required for a one-month period and work with the sales representative to ensure that the chemicals ordered are within the monthly budget and PAR stock.
- 3) Seek input from the Services Provider prior to purchasing any product not on the approved chemical program.