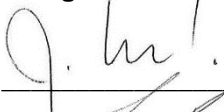
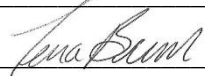


Leamington Mennonite Home

POLICY AND PROCEDURE

CATEGORY: Housekeeping	SUBJECT: Chemical Purchasing – Housekeeping	SECTION: C
DATE: January 1, 2024	Administrator: 	POLICY: 6
REVISION DATES:	HKL Supervisor: 	

CHEMICAL PURCHASING – HOUSEKEEPING

POLICY:

The Home will purchase chemicals from preferred vendors for the housekeeping department in accordance with their operating budget and will contact the Service Provider before purchasing any chemical outside of preferred vendor and preferred chemical list.

PROCEDURE:

The HKL Supervisor or designate will:

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