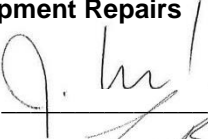
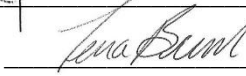


Leamington Mennonite Home

POLICY AND PROCEDURE

CATEGORY: Maintenance	SUBJECT: Reporting Equipment Repairs	SECTION: R
DATE: January 1, 2024	Administrator: 	POLICY: 3
REVISION DATES:	HKL Supervisor: 	

REPORTING EQUIPMENT REPAIRS

POLICY:

The housekeeping and laundry department will use the Home's maintenance log system to report equipment repair needs and other maintenance requests.

PROCEDURE:

The HKL Supervisor will:

- 1) Train all staff on the use of the maintenance log system.
- 2) Instruct all staff to report required equipment repairs.
- 3) Follow up with the Maintenance Department on all requests.

Housekeeping & Laundry staff will:

- 1) Immediately report all equipment requiring repairs through the Home's maintenance log system.
- 2) Lock or tag out equipment as required.
- 3) Log all requests for maintenance to provide support to the departments, e.g. assist to take down privacy curtains, remove light covers or grates for cleaning, assist with moving heavy furniture for cleaning, etc.
- 4) Notify supervisor of all maintenance requests completed.