
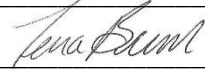


Leamington Mennonite Home

POLICY AND PROCEDURE

CATEGORY: Laundry	SUBJECT: Linen Requirement by Floor	SECTION: L
DATE: January 1, 2024	Administrator: 	POLICY: 6
REVISION DATES:	HKL Supervisor: 	

LINEN REQUIREMENT BY FLOOR

POLICY:

A sufficient supply of clean linen, face cloths, and bath towels are always available on the floor for use by residents.

PROCEDURE:

Laundry staff will:

- 1) Ensure sufficient linen is sent back to the floor to maintain a supply of clean linens for the remainder of the 24-hour period.
- 2) Notify the HKL Supervisor of shortages of any particular items.
- 3) Request additional items as required.

The HKL Supervisor will:

- 1) Review the par stock levels required for each floor.
- 2) Ensure linen stock is maintained in Home to meet care needs of residents.
- 3) Work with the Director of Care and staff on the floor to resolve problems.
- 4) Use audit tool to assess the needs of individual floors as needed.

Attachments: XII-J-10.00(a) Linen Requirement Form