

Leamington Mennonite Home
Long Term Care

**QUALITY & RISK MANAGEMENT
POLICY AND PROCEDURE**

CATEGORY: Quality & Risk Management - Maintenance	SUBJECT: Resident Room Deficiency Audit	SECTION: K POLICY: 5
DATE: July 12, 2022	Administrator's Signature: _____	

RESIDENT ROOM DEFICIENCY AUDIT

POLICY:

A resident room deficiency audit will be formally conducted at a minimum of every six months to ensure resident rooms are well maintained and any deficiencies are addressed.

PROCEDURE:

The Maintenance staff will:

- 1) Complete the Resident Room Deficiency Audit every six months in each resident room. The completion of the New Move-In Room Audit Checklist will also count as a completed deficiency audit.
- 2) Develop an action plan to correct any deficiencies.
- 3) Save a copy of all completed Resident Room Deficiency Audits and completed New Move-In Room Audit Checklists.
- 4) Complete any work that can be done internally.
- 5) Obtain quotes for any work that needs to be contracted out.
- 6) Document that audits have been completed with Resident Room Deficiency Audit form.
- 7) Retain a copy of the Resident Room Audit for at least 2 years.