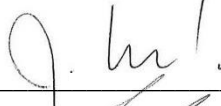
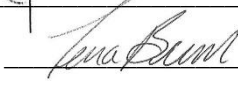


Leamington Mennonite Home

POLICY AND PROCEDURE

CATEGORY: Laundry	SUBJECT: Removing Linen from Circulation	SECTION: R
DATE: January 1, 2024	Administrator: 	POLICY: 1
REVISION DATES:	HKL Supervisor: 	

REMOVING LINEN FROM CIRCULATION

POLICY:

Linens that are stained, worn, or torn will be removed from circulation to ensure that there is a continual supply of linen in the Home in a state of good repair.

PROCEDURE:

Laundry staff will:

- 1) Remove stained, worn, torn, or thin laundry from circulation. All linens left in circulation should be in good repair.
- 2) Box, where possible, torn or thin linens to be kept for emergency linen supplies. Each item should be kept in separate boxes and counted as removed so the Home is aware of the amounts of each item available for emergency linens (i.e. towels, face cloths, top sheets, etc.).
- 3) Count and record linen removed from circulation daily and send to the HKL Supervisor at month end.

Attachments: XII-I-10.30(a) Removing Linen from Circulation Audit Form