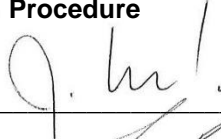
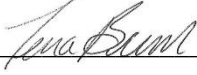


Leamington Mennonite Home

POLICY AND PROCEDURE

CATEGORY: Housekeeping	SUBJECT: New Admission Procedure	SECTION: N
DATE: January 1, 2024	Administrator: <u></u>	POLICY: 1
REVISION DATES:	HKL Supervisor: <u></u>	

NEW ADMISSION PROCEDURE

POLICY:

Housekeeping and Laundry staff will receive notification of new admission to ensure that they have adequate time to clean the room prior to move in.

PROCEDURE:

The HKL Supervisor will:

- 1) Notify housekeeping and laundry staff of any new admission.
- 2) Request that housekeeping staff sign off each task on the New Admission Room Audit Checklist after cleaning is completed.
- 3) Check the room after cleaning to ensure standards are met.

Housekeeping & Laundry staff will:

- 1) Complete department specific move in tasks on the checklist and initial.
- 2) Notify the appropriate department regarding any repairs or supplies required.