
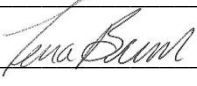


Leamington Mennonite Home

POLICY AND PROCEDURE

| | | |
|---------------------------------|---|----------------------|
| CATEGORY: Laundry | SUBJECT: Personal Clothing Handling | SECTION: P |
| DATE: January 1, 2024 | Administrator:  | POLICY: 1 |
| REVISION DATES: | HKL Supervisor:  | |

PERSONAL CLOTHING HANDLING

POLICY:

All personal clothing will be washed and returned to the resident's room within 48 hours.

PROCEDURE:

Laundry staff will:

- 1) Wash personal laundry by floor.
- 2) Place in dryer and dry on medium to low cycle to avoid wrinkles.
- 3) Check to ensure labels are affixed appropriately and repair labels as required.
- 4) Hang clothing as soon as cycle is finished to avoid wrinkling.
- 5) Place on appropriate laundry cart in correct location.
- 6) Return unlabelled clothing to floor, requesting identification for labelling.
- 7) Ensure cart covers are on linen carts when carts leave the laundry room.
- 8) Report to supervisor any clothing which is damaged, not appropriate for commercial laundering, and/or any article found in pockets of personal clothing.

The HKL Supervisor will:

- 1) Advise residents and families that the commercial laundry room cannot process clothing that requires special care instructions such as cold water, hang to dry, dry clean, starch, ironing, gentle cycle, bleach, etc.
- 2) Educate staff on the appropriate laundering process for personal clothing.
- 3) Follow up with residents, families, and staff when articles are found in personal clothing (i.e. Kleenex, lipstick, wallets, hearing aids, etc.).