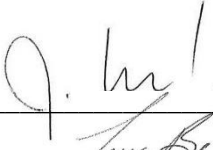
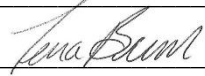


Leamington Mennonite Home

**POLICY AND PROCEDURE**

<b>CATEGORY:</b> Housekeeping	<b>SUBJECT:</b> Project Work	<b>SECTION:</b> P
<b>DATE:</b> January 1, 2024	<b>Administrator:</b> 	<b>POLICY:</b> 3
<b>REVISION DATES:</b>	<b>HKL Supervisor:</b> 	

**PROJECT WORK**

**POLICY:**

Planning of project work such as quarterly, biannual, and annual cleaning tasks, construction projects, special events, and disasters will be done to ensure proper development and authorization of comprehensive plan.

**PROCEDURE:**

The HKL Supervisor will:

- 1) Inform the Administrator of work that needs to be done that will impact other department staff.
- 2) Outline special materials and equipment required.
- 3) Schedule time and staff to complete work.
- 4) Notify all departments of:
  - Areas that will be closed off during work
  - Scheduled time and duration of work