

Leamington Mennonite Home  
Long Term Care

**QUALITY & RISK MANAGEMENT  
POLICY AND PROCEDURE**

<b>CATEGORY:</b> Quality & Risk Management - Maintenance	<b>SUBJECT:</b> Physical Plan Audit	<b>SECTION:</b> K <b>POLICY:</b> 3
<b>DATE:</b> July 12, 2022	<b>Administrator's Signature:</b> _____	

**PHYSICAL PLAN AUDIT**

**POLICY:**

The physical condition of the Home will be audited by conducting a monthly review, noting any areas of concern.

**PROCEDURE:**

The Maintenance staff or designate will:

- 1) Complete the Physical Plant Audit checklist, ensuring all items are checked and verified for proper operation and safety.
- 2) Report all deficiencies to the Administrator.
- 3) Complete the work order requisition for work that can be done internally.
- 4) Obtain quotes for work that needs to be contracted out.
- 5) Develop an action plan for repair of deficiencies.