

The Leamington United Mennonite Home and Apartments

POLICY AND PROCEDURE

CATEGORY: Administration	SUBJECT: Laundry Services	SECTION: E POLICY: 4d
DATE: September, 2004	Signature: _____ ADMINISTRATOR	

LAUNDRY SERVICES

POLICY:

- The Leamington Mennonite Home will provide routines, schedules and frequencies which shall be followed for collection, transporting, processing and delivery of linen and resident's personal clothing.

PROCEDURE:

- Leamington Mennonite Home Laundry Staff will follow established work routines and schedules for their daily work activities.
- Any changes to the identified work routines shall require the pre approval of the HKL Supervisor and/or the Department Leader.