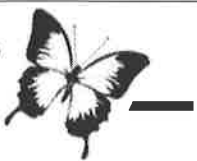


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System Loss or Failure Laundry Department (Code Grey)	Section 4	Page 2

POLICY

Prepare emergency procedures for laundry services in the event of power failure, equipment failure or water disruption to equipment.

Procedure

Under the direction of the Administrator and Supervisor

Failure due to loss of power

- Continue other laundry duties until power is restored;
- If extensive loss of power has occurred which may be conveyed by the local utility, brand new linen supply shall be taken out of storage for use.
- Depending on how long the power failure has been determined it may be necessary to contact external laundering services to supply clean linen or laundering service for the home's own supply.

Failure of equipment

- There are 3 commercial heavy duty washers and 3 commercial heavy duty clothes dryers utilized. Equipment failure of all units at the same time would be extremely rare;
- However it is possible, in this event efforts shall be made to repair the problem to minimize extensive disruption of services. In the event all equipment cannot be repaired, the above procedure for loss of power shall be followed.

Management Authorization <i>Shane Ostrich</i>		Effective Date: December 14, 2009	
<i>Dahlia Burt-Gerrans</i>		Revised Date: February 16, 2018	
Internal Approval	Administrator Title	<i>June 16, 2018</i>	<i>June 17/21</i>
		<i>June 16/19</i> Review	Dates
		<i>June 15/20</i>	