

# Sun Parlor Home - Laundry

## Service Description

---

The function of Laundry Services is to ensure the cleanliness and upkeep of residents' clothing and linen supplies. An inventory system of all residents clothing and belongings is maintained in accordance with the Ministry of Health and Long Term Care (MOHLTC) legislation.

All laundry is processed in-house. This includes sheets, towels, re-washable incontinent products, personals and draperies, etc. This department is also responsible for arranging dry cleaning services for the residents.

The seamstress mends, repairs and adjusts residents' clothing. She also maintains a preventative maintenance program with general linen supplies.

The laundry department processes approximately 900,000 lbs. of laundry per year. As with other departments, the workload in the laundry department continues to be impacted by the increasingly complex medical needs of the residents (infection control/ outbreaks and specialized cleaning etc.)

## Staffing Chart

---

Staffing	2016	2017	2018	2019	2016 Actual (\$000)	2017 Actual (\$000)	2018 Budget (\$000)	2018 Actual (\$000)	2019 Budget (\$000)
Full-Time	7.5	7.5	7.5	7.5	429	461	424	434	433
Part-Time	8	8	8	8	307	368	335	367	353
Total	15.5	15.5	15.5	15.5	736	829	759	801	786

## Prior Year Performance

---

The department experienced unfavourable wage and benefit expenditures for 2018 of \$31,320. Additional part time and full time hours were required to cover increased Short-Term Disability (STD) absences for full time staff, and overtime was higher than normal due to an increase in outbreak days, including a gastro-enteric outbreak and a high number of admissions (81). Supply expenditures are expected to be slightly over budget due to increased outbreak costs, offset by the negotiation of favourable supplier pricing and other operational savings. In total, the department was \$29,720 over budget.

## Proposed Budget – Current Year

---

The 2019 Budget includes an increase of \$8,400 (0.81%). Lower utility costs are expected due to moving some operations (mid-year) to an afternoon shift when hydro costs are lower. Training has also been enhanced to allow the Home to offer staff the opportunity to participate in the Laundry and Linen Technology course offered by the Ontario Healthcare Housekeepers Association.

## **Sun Parlor Home - Laundry**

The Laundry Department continues to explore new ways to enhance resident services, and to conserve energy which could include further changes to the hours in which the laundry department operates.