

Sun Parlor Home - Laundry

Service Description

The function of the Laundry and Linen 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	2015	2016	2017	2018	2015 Actual (\$000)	2016 Actual (\$000)	2017 Budget (\$000)	2017 Actual (\$000)	2018 Budget (\$000)
Full-Time	7.5	7.5	7.5	7.5	412	429	409	460	424
Part-Time	8	8	8	8	313	307	364	376	335
Total	15.5	15.5	15.5	15.5	725	736	773	836	759

Prior Year Performance

The department experienced unfavourable wage and benefit expenditures for 2017 of \$71,400. 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, which included 22 overtime shifts for 2 staff in order to keep up with soiled linens and clothing. Supply expenditures are expected to be only slightly over budget due to increased outbreak costs, offset by the negotiation of favourable supplier pricing.

Proposed Budget – Current year

The 2018 Budget includes a decrease of \$8,900 (-0.85%) due to a reduction in operating expenses. Staffing levels remain constant for 2018. The Home will offer staff the opportunity to participate in the Laundry and Linen Technology course offered by the Ontario Healthcare Housekeepers Association.

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