

Sun Parlor Home - Housekeeping

Service Description

The Housekeeping Department works to promote a safe and healthy environment.

Duties in this department involve the cleaning and sanitizing of all major areas within the Home, with particular emphasis on residential areas to ensure compliance with evidence based best practices and legislative requirements.

Staffing Chart

Staffing	2015	2016	2017	2018	2015 Actual (\$000)	2016 Actual (\$000)	2017 Budget (\$000)	2017 Actual (\$000)	2018 Budget (\$000)
Full-Time	11.5	11.5	11.5	11.5	581	633	615	678	630
Part-Time	10	10	13	13.5	500	543	486	486	545
Total	21.5	21.5	24.5	25	1,081	1,176	1,101	1,164	1,145

Prior Year Performance

The department experienced unfavourable wage and benefit expenditures for 2017 of \$42,760. This was the result of additional staffing required to cover full time staff Short Term Disability (STD) and work related injuries, increased shifts required during the gastro-enteric outbreak which lasted 26 days.

The Home experiences an average of 65 admissions annually (60 in 2017). In addition to admissions, there are internal transfers to meet a resident's needs or to optimize the accommodation rate recoveries. Rooms must be cleaned and painted prior to an admission or transfer. Specialized cleaning to support compliance with infection control guidelines and legislative requirements was included in the approved 2017 Budget. The cost of the outbreak chemical is substantially higher.

Proposed Budget – Current Year

The proposed 2018 Budget represents an increase from prior year of \$19,600 or 1.32%. Regular staffing schedules, as budgeted in 2017, continue in 2018, supporting the approved Fire Safety Plan and maintaining the established midnight shifts. Cleaning is done on the midnight shift to optimize cleaning routines. The number of specialized cleanings continues to increase, in 2015 – 13 rooms a day, in 2016 – 14 rooms a day and in 2016 – 16 rooms a day. The 2018 Budget includes the addition of a temporary part-time housekeeper for 6 months, specifically to support the moving of resident personal belongings from existing resident room furniture to new furniture being purchased this year (funded by the Corporation's Rate Stabilization Reserve).