



<p>Team Name: Environmental Services</p> <p>Team Lead: Regional Manager Environmental Services</p> <p>Approved by: VP - Corporate Services</p>	<p>Reference Number: ORG.1911.PR.012</p> <p>Program Area: Support Services</p> <p>Section: Laundry</p>
<p>Issue Date: September 3, 2019</p> <p>Review Date:</p> <p>Revision Date:</p>	<p>Subject: Laundry Department Equipment List</p>

Use of pre-printed documents: Users are to refer to the electronic version of this document located on the Southern Health-Santé Sud Health Provider Site to ensure the most current document is consulted.

PROCEDURE SUBJECT:

Laundry Department Equipment List

PURPOSE:

To have a record of all equipment which includes the purchase date and warranty period. To facilitate planning of replacement of department equipment.

PROCEDURE:

When new equipment arrives:

1. Ensure all new equipment to the Physical Plant for Asset Tagging to ensure they have a complete list of equipment that is in the building.
2. Populate the Laundry Equipment Identification List Form – ORG.1911.PR.012.FORM.01 to ensure that a record of all equipment is available for quick access of equipment history.
3. The Laundry Equipment Identification List Form is stored in the Environmental Services Binder.

SUPPORTING DOCUMENTS:

[ORG.1911.PR.012.FORM.01](#)- Laundry Equipment Identification List Form