



MANUAL OF ADMINISTRATION

TOPIC: Administration	SUBJECT: General (Yellow) Information binders in residential locations	Code: AD003
		Date of Issue: July 2019
		Revised:
		Page: 1 of 1

PURPOSE: To outline the purpose and use of the General (Yellow) Information binders which can be found in 24 hour residential locations, Baycourt, Day Services as well as some less than 24 hour locations.

PROCEDURE: This binder which is Yellow in colour is a source of information for staff each shift as a resource as well as items that must be done during the month, each day and/or each shift. This binder should be referred to on each shift for new items.

Examples of some of items contained in this binder are:
(Note not all General Information Binders contain all information listed below)

- Bed Bug Inspection Information
- Memos for staff
- Team meeting minutes
- NCI information
- Pendant Test logs
- Fire Drill Logs
- Carbon Monoxide Test Logs
- Water test logs
- Emergency Phone numbers
- Staff list
- Safety Equipment logs
- Health and Safety Information
- Dryer Safety/Inspection
- SDS sheets
- Instruction Manuals for items in the home
- Policy reading requirements and sign off sheets
- Team Lists
- Training packages for mandatory and optional requirements.
- Location specific protocols or routines