



**Policy & Procedure Manual**

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**COMMUNICATION BOOK – R-II-3**

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**POLICY:**

Staff shall ensure that all information related to home management that other staff need to know, is documented in the Communication Book.

**Client related information is to be documented in the casebook and Daily Log Book, not the Communication Book.**

**PURPOSE:**

To provide a source of communication to all staff.

**PROCEDURE:**

1. All information related to home management (e.g.: maintenance concerns, policy and procedures, mail, payroll, inspections, household routines not completed) should be entered in the Communication Book as soon as possible.
2. All entries should be legible, objective and respectful.
3. No offensive or personal remarks are to be written in the Communication Book.

**RECOMMENDED BY:** Director, Personal Support Services

**APPENDICES:** 0

**OPERATIONAL ACCOUNTABILITY:** Administration, Personal Support Services  
Administration, Personal Support Services

**ORIGINAL POLICY DATE:** May 2000

**AUTHORIZED BY:** Executive Director

**SIGNATURE:**