

Pembroke Regional Hospital

MEMO

To: All Staff
From: Cheryl Summers, Manager Environmental Services and
Monique Lafrance-Fleury, Manager, Materials Management
Date: November 24, 2023
Subject: Christmas Decoration Delivery and Collection

Decorating is a great way to bring Christmas cheer to our patients, visitors and staff. Please be mindful of decoration placement, keeping items which cannot be easily cleaned off high touch surfaces such as countertops, sign in stations, etc.

Decorations and trees will be delivered throughout the hospital on Tuesday, November 28, 2023

Decorating can begin on Friday, December 1st. After the Holiday Season, decorations can be removed after January 1, 2024.

All totes and trees will begin to be collected by Materials Management staff after January 2nd.

Please ensure all decorations are stored properly using totes labeled with the department name. Please also ensure trees are either repackaged properly in tree box/tote or wrapped with sheet if left assembled. If totes are needed for storage, please forward a request to have purchased.

Thanks to all who participate in decorating!

