

## Pembroke Regional Hospital

# MEMO

**To:** All Staff  
**From:** Bailey Lance-Provencal, Interim Manager Environmental Services and Monique Lafrance-Fleury, Manager, Materials Management  
**Date:** November 21, 2024  
**Subject:** Christmas Decoration Delivery and Collection

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The holiday season is soon upon us. Decorating is a great way to bring Christmas cheer to our patients, visitors and staff.

Decorations and trees will be delivered throughout the hospital on Tuesday, November 26<sup>th</sup> and departmental decorating can begin on Sunday, December 1<sup>st</sup>

Please be mindful of decoration placement, keeping items which cannot be easily cleaned off high touch surfaces such as countertops, sign in stations, etc.

After the holidays, collection of totes and trees will be done by Materials Management staff. Please call ext 6123 when your items are packaged and ready for pick up.

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, and also labeled.

If totes are needed for storage, please forward a request to have purchased.

Thanks to all who participate in decorating!