HOMES AND SENIORS SERVICES

POLICY & PROCEDURE NUMBER: ***2.14***
DEPARTMENT: *Administration*

SUBJECT: *Storage of Resident Belongings*

APPROVAL DATE: Nov. 7, 1984
REVISION DATE: March 2015
REVIEW DATE: March 2016; March 2017; Oct. 2019

PURPOSE:

To prevent loss or damage to resident's personal belongings, that are stored at the Home; and to make the best use of the limited storage area at the Home.

PROCEDURE:

1. All Resident belongings shall be stored in his/her room. Families are advised that off-season clothing, decorations, equipment i.e. air conditioners, fans etc. should be kept at an off-site storage location.

2. When a resident has been officially discharged, the Manager of Support Services shall be notified by the Registered Nurse to communicate if the family requires the Home's staff to pack personal belongings. The articles shall be stored in an appropriate area of the Home. Belongings may be stored in the Home up to a maximum of 5 days. If an extension is required by the family this must be arranged through the Manager of Support Services.

If items are not retrieved after 5 days, the Manager of Support Services will send a registered letter requesting status of the personal items left behind. If a response if no received within 1 week of the delivery of the notice, the items will be considered unclaimed and surplus.

3. Unclaimed items, i.e., furniture, wheelchairs, walkers etc., will be handled through the County of Elgin Asset Disposal Policy. Unclaimed clothing will be discarded. Items of a personal nature which pose a Health and Safety Risk, i.e., dentures, undergarments, etc., will be discarded and not considered surplus.

Refer to Housekeeping Policy # 2.33 Personal Belonging Inventory