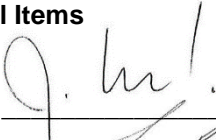
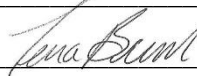


Leamington Mennonite Home

POLICY AND PROCEDURE

CATEGORY: Laundry	SUBJECT: Found Personal Items	SECTION: F
DATE: January 1, 2024	Administrator: <u></u>	POLICY: 4
REVISION DATES:	HKL Supervisor: <u></u>	

FOUND PERSONAL ITEMS

POLICY:

All resident's personal effects will be located and returned as soon as possible when reported missing.

PROCEDURE:

Laundry staff will:

- 1) Return any personal items to the appropriate floor on the personal laundry cart.
- 2) Notify the nurse in charge of returned items.
- 3) Bag and send "unidentified" personal effects such as jewelry, wallets, glasses, dentures, etc., to the HKL Supervisor for follow up.