



HCH *Here to Care.*

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Thursday September 16, 2021

MEMO:

**Regarding: NEW* Resident Personal Clothing Drop off Bin for Labeling
Distribution: Faith Manor Families and Residents
From: Aleksandra Grzeszczuk**

Dear Families and Residents,

We are writing to inform you of a ***NEW*** process being implemented for Receipt and labeling processes for Resident Personal Clothing.

As of September 20, 2021 there will be a **NEW Resident Personal Clothing Drop off Bin** located by the Resident and Family information Board just prior to entrance of the 1st Floor Link to Faith Manor.

The following process has been implemented for families and residents bringing in new clothing items that require to be labeled.

- 1) Families/residents are required to fill out the Record of Personal Clothing & Personal Effects Form, itemizing the new clothing brought it
- 2) Place the completed form in a clearly marked bag
- 3) Place the labeled bag with the completed form into the bin
- 4) Laundry will collect the items for labeling **TWICE** a week, every Wednesday and Sunday, and will distribute to resident home areas once completed

Please let me know if you have any questions about this process

A handwritten signature in black ink, appearing to be "AG", is placed above the typed name of the sender.

Aleksandra Grzeszczuk
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