



HCH *Here to Care.*

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November 25, 2021

MEMO:

Regarding: LOST AND FOUND PERSONAL CLOTHING DAYS

Distribution: FAITH MANOR FAMILY MEMBERS, VISITORS AND STAFF

From: Junell Cartel, Faith Manor Laundry Department

Please be advised that Faith Manor will be holding Lost and Found Days for families and residents to identify unlabeled personal clothing items. The clothing items will be displayed in **OLD Faith Manor A WING, Room 113.**

The purpose of this event is to:

- a) Help to identify missing personal clothing items
- b) Label those missing clothes properly and return to them to the rightful owner
- c) Encourage visitors/family member and staff to fill out the **Personal Cloth Label Form**
- d) Inform visitors, family member and staff that there is a brown laundry drop box located on the ground floor, along the hallway, to place clothing items they would like to be labeled.

The schedule to visit and view the items has been done according to RHA unit.

- Monday, November 29, 2021 for Garden House unit
- Tuesday, November 30, 2021 for Windmill House unit
- Wednesday, December 01, 2021 for Light House unit
- Thursday, December 02, 2021 for Sunshine House unit
- Friday, December 03, 2021 for Rainbow House unit

Personal Cloth Label Forms/pens, clear plastic bags and the laundry cart will be available in the room.

At the end of each day of the viewing, laundry staff will collect the items that have been identified, along with the forms, and commence labeling all the items. The items will then be redistributed according to RHA, by names, floor and room numbers.

If you have any questions, please contact Junell, Housekeeping and Laundry Supervisor at extension 5273 or at Junell.Cartel@hch.ca

Your support and cooperation are highly appreciated.