

Labelling Request Form

**Please complete all sections of this form and place it in a clear plastic bag with items to be labelled.
Place bag with clothes and form inside the Labelling Dept box (located in Winter Park).**

Personal information is collected under the authority of sections 41 and 95 of Ontario Regulation 246/22 adopted under the Fixing Long-Term Care Act, 2021, S.O. 2021, c. 39, Sched 1 for the purpose of labelling residents' personal items, including clothing. Questions relating to the collection, use and disclosure of this personal information may be directed to the Supervisor of Laundry, Housekeeping and Material Controls, Pioneer Manor Long-Term Care Home, 960 Notre Dame Ave, Sudbury, ON. P3A 2T4 or by telephone at 705-674-4455, extension 3000.

Date: _____ **Resident ID# (4 digits):** _____

Resident Name: _____

Home Area: _____ **Room #:** _____

Laundry is being done by (select one): Pioneer Manor_ Family _____

Has permission been obtained from POA for recycled items: Yes _____ No _____

Name of person who completed this form: _____

Phone number of person completing this form: _____

Relationship of person: _____

Please note that all resident clothing/personal items must be labelled even if laundry will be done externally. Pioneer Manor is not responsible for lost or damaged clothing or any personal items. Please report missing clothing/items as soon as possible by completing the **Lost Item(s) Report** (located in the Information Centre or www.greatersudbury.ca/live/long-term-care-pioneer-manor/)

Number of items to be labelled: _____ **Please list the items to be labelled:**

Item(s) (Example: Blouse, Shirt, Pants, Sweater etc.)	Colour	Size	Qty	Office Use Only Employee Initial

[illegible]