



Lost & Found Item(s) Report

Please complete and leave this form in locked box attached to "The Depot" located near the Bistro or email it to: laundry@greatersudbury.ca. Should you not hear from us within 5 business days please contact Mike Gray at 705-566-4282 ext. 3270.

Please indicate which applies: Reporting lost item Reporting found item

Date Reported-Day/Month/Year:

Name of person reporting item:

Contact Information: Home Telephone:

Cell:

Name of person who item belongs to:

Room number:

Last location lost item seen?

How long has item been lost?

Was item labelled?

Yes

No

Was item sent to laundry and not returned?

Yes

No

Please identify missing or found item(s)

Clothing: Please provide as much detail as possible

Item	Size	Colour

Dentures Eye Glasses Hearing Aid(s) Money: amount _____

Jewelry (Describe): _____

Other Describe: _____

For Office Use Only:

Resident Name: _____

Resident Number: _____ Resident Home Area: _____

Item: Found Not Found

Date Lost Item report received/ DD/MM/YEAR:

Information Documented on the Tracking Form:

Yes:

No explain

Information Documented in PCC

Yes:

No explain

Date first contact was made with contact person/DD/MM/YEAR:

Date lost item located/DD/MM/YEAR:

Contact person notified of found or unfound item:

Yes:

Date/DD/MM/YEAR

No explain

Comment(s)