



Lost Item(s) Report

Today's Date: _____ How long have items been missing: _____

Resident's Name: _____ Resident's # (4 digits): _____

Resident's Home area: _____ Room number: _____

Item(s) lost:

- Clothing
 Jewelry
 Dentures
 Glasses
 Money
 Hearing Aids
 Other: _____

Please use one line per item for description:

Item	Size	Colour	Brand	Description

Name of person reporting: _____ Relationship: _____

Phone number: _____ Email: _____

Personal information is collected under the authority of section 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 facilitating the return of lost items. 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.

Please complete and submit paper form to the Lost & Found box located near the Bistro. Email lost.found@greatersudbury.ca or call 705-698-0311 on Mondays between 7 a.m.-1 p.m. with any questions or concerns.

For Office Use Only

Date item(s) logged into system: _____ By Staff (name) _____

Search for items conducted (date): _____ By Staff (name) _____

Follow-up with resident/family member (date): _____ By staff (name) _____

Comments: _____