



# Lost Item(s) Report

Today's Date: \_\_\_\_\_ How long have items been missing: \_\_\_\_\_

Resident's Name: \_\_\_\_\_ Room Number: \_\_\_\_\_

Item(s) lost:

- Clothing     
  Jewelry     
  Dentures     
  Glasses  
 Money     
  Hearing Aids     
  Other: \_\_\_\_\_

Please use one line per item for description:

Item	Size	Colour	Location that item was last seen

Name of person reporting: \_\_\_\_\_ Relationship: \_\_\_\_\_

Phone number: \_\_\_\_\_ Email: \_\_\_\_\_

**SUBMIT**

Please select "Submit" button above or complete and submit paper form to the Lost & Found locked box located near the Bistro. Please email [laundry@greatersudbury.ca](mailto:laundry@greatersudbury.ca) with any questions or contact Shelley Lalonde at 705-698-2167.

**For Office Use Only**

Date items(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: \_\_\_\_\_