



## 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	Location that item was last seen

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 locked box located near the Bistro. Please email [laundry@greatersudbury.ca](mailto:laundry@greatersudbury.ca) with any questions or contact Shelley Lalonde at 705-674-4455 ext. 3000.

### 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: \_\_\_\_\_