



## IMPORTANT TO READ & FOLLOW

# Resident Personal Belongings Instructions & Information

In the best-case scenario, prior to admission, all personal items need to be marked and inventoried on the Masonic Pathways Personal Belongings Inventory form. This will reduce stress for all. Prior to admission please review the checklist below to be sure these tasks have been completed.

### CHECKLIST BEFORE ADMISSION:

- \_\_\_ 1.) Clothing labeled with resident's full name. Please do not use initials. Admissions will provide you with labels for the first 4 days of clothing. These labels should be pinned on to the clothing item prior to arrival. The remaining clothing will be taken to the laundry area to have labels ironed on the items.
- \_\_\_ 2.) Dentures labeled with resident's name.
- \_\_\_ 3.) Eyewear labeled with resident's name.
- \_\_\_ 4.) Personal property labeled.
- \_\_\_ 5.) Masonic Pathways Personal Belongings Inventory form completed or Inventory Waiver Form Signed and Returned.

### What NOT to Bring & Safety Reminders

For your safety and the safety of others the following items are **NOT** allowed in our Residential Living and Health Care Center:

- **Smoking** is not permitted in your room or any common areas. A resident smoking room is available on the Ground Floor.
- **Do not use** multi-tap electrical outlets, extension cords, or surge protectors. Surge protectors cannot be used within six feet of the bed. We will remove these items when discovered.
- Electric blankets, plug in air fresheners, hot plates, and halogen lamps **are not permitted**.
- **Wall Decorations:** Only 10 % of the wall space in a resident's room may be covered with combustible decorative materials (posters, pictures, papers, textiles, etc.).
- If resident has their own wheelchair or walker, **it must be safe and in good working condition**
- For fall prevention **Rugs- are discouraged**

## **Move-In Assistance**

- Our Environmental Services Department is here to assist you on move in day. We will provide carts and staff to assist in the actual moving of items from the vehicle to the resident's room.
- Our Maintenance Department staff will provide assistance with programming the television, answering machine, and hanging wall decorations.

## **Clothing**

Residents should bring clothes that are comfortable, practical and attractive. Bring a variety of clothing and footwear. Clothing is changed daily (or more often if needed) and is laundered once a week.

1. All **clothing must be labeled** with the residents first and last name. In the J. F. Sanders Health Care Center a permanent marker is available at the Nursing Station to label clothing and personal items.
2. Masonic Pathways will **supply you with iron-on labels**.
3. **All clothing must be listed on the Personal Belongings Inventory** form
4. Linens, washcloths, and towels are provided. We **DO NOT provide laundering of personal linens or rugs**.
5. There is **limited seasonal storage** provided to each resident.

## **UNSUITABLE ITEMS for Laundering**

There are certain blends of cloth and types of garments that cannot be laundered. In order to ensure that we can provide the best service to the resident, we have prepared some guidelines to assist in the purchasing of appropriate articles of clothing for the resident. We suggest that residents do not purchase the following items. The laundry facility is unable to clean them through their normal laundering process and alternate arrangements would have to be made by the resident or responsible party. **At a cost to the resident, an outside company can provide dry-cleaning services.**

- Any item that has to be dry-cleaned (i.e. suits, ties, jackets, etc.).
- Any item that is 100% cotton (Garment will shrink. A garment containing more than 35% cotton, will have a tendency to shrink).
- Angora, Silk, Velvet, Crepe, Rayon, 100% Suede
- Cashmere, Pure Wool or Wool Blends

# We Are NOT Able to Provide Hand Washing For Any Items Of Clothing.

## SUITABLE ITEMS for Laundering

- Dresses (65% polyester/35% cotton or 100% polyester, colorfast, preferably without belts or ties).
- Trousers (65% polyester/35% cotton or 100% polyester, colorfast).
- Shirts (65% polyester/35% cotton, tab collard).
- Sweaters (machine wash and dry).
- Undergarments (cotton/polyester blends).
- Slippers (machine washable, rubber soles).

## Suggested Minimum Clothing Requirements

Clothing fabrics commonly referred to as “permanent press” launder well and retain a neat appearance. Clothing in general should be easy to fasten, i.e., large buttons, front closing.

- **Women:** Ensure enough underwear, socks, nightgowns, pants, tops and dresses for at least seven (7) days. A coat and accessories per season.

7 Pair Underwear	7 Pair Cotton Socks
3 Pair Nylons	3 Brassieres
7 Nightgowns	Slip
7 Pair Slacks/Pants or dresses	7 Shirts/Tops
Cardigan	Housecoat
Sturdy Slippers	Well Fitting Shoes

- **Men:** Ensure enough underwear, socks, pajamas, pants, and shirts for at least seven (7) days. A coat and accessories per season.

7 Pair Underwear	7 Pair Socks
7 Pair Slacks/Pants	7 Shirts/Tops
7 Pair Pajamas	7 Undershirts
Cardigan	Bathrobe
Sturdy Slippers	Well Fitting Shoes

## Valuables

Residents are responsible for the safekeeping of their personal possessions, including jewelry and money. The family or legal representative should take rings, pins, jewelry, large sums of cash, and all other valuables home.

- Residential rooms have locks on the doors
- Healthcare center has small lock boxes in the bedside stand.
- The business office has limited storage for valuables.
- The Resident Trust Fund in the Cashiers Office is available for large sums of cash. We recommend no more than \$25.00 on person on any given day.

## Lost and Found

- If personal property is lost, please let a staff member know. They will contact Lost and Found for you.
- If a resident believes that any personal items have been stolen, the theft needs to be reported immediately to a staff member.
- Residents are responsible to keep track of their hearing aides, glasses, and dentures.

## Room Furnishings Information

All furnishings must be listed on the Personal Belongings Inventory form.

## **Residential**

In the best-case scenario, families will set up the resident's room before their loved one comes to live at Masonic Pathways. This reduces stress for all. This can be done one to two days prior to admission day.

Masonic Pathways can **provide a twin bed, and dresser** if desired.

### **The resident will need to bring:**

- ✓ a comfortable, safe chair
- ✓ television
- ✓ radio if desired (we have a satellite radio program for older adults)
- ✓ phone (portables are recommended due to location of phone jacks).

- ✓ Residents are encouraged to bring in familiar pieces of furniture that will fit the room and make it feel like "home". Suggestions include: small bedside table, pictures for the walls, small bookcases or curios for special treasures, a favorite afghan, books, and family photo albums.
- Closet and shelving space is provided, but limited, so seasonal clothing is stored in a special resident storage area.
- Cardboard boxes used for storage in resident rooms **are allowed only under the bed and in the closet.**
- The shower area in resident rooms **may not be used for storage.**
- As time goes on personal furniture may become soiled beyond our cleaning ability and can produce an unpleasant odor. The furniture may need to be disposed of. Resident or family can replace it or Masonic Pathways will provide a standard replacement from facility inventory.

## Healthcare Center

- Masonic Pathways provides dresser, nightstand, overbed table, chair, and a bed. Families are encouraged to bring in familiar items that will fit the room and make it feel like "home". Suggestions include: pictures for the walls, a stuffed animal, a favorite afghan, books, family photo albums, television, and telephone. A wall shelf is provided.

**IMPORTANT:** Please remember to always notify the Nursing Staff and/or Environmental Services Staff when new items are brought in OR when an inventoried item is taken out of the resident's room. Forms are available to update your inventory at the Masonic Home Reception Desk and at all Nursing Stations in the J.F. Sanders Health Care Center. Please keep this in mind when holidays, birthdays, anniversaries and other special life events happen.

**TIP:** Dentures and eyeglasses have a way of being misplaced. A precaution measure is to have these items engraved. This will aid us in returning the misplaced item to the right face! You may want to check into insurance for denture replacement.

**Environmental Services** (989)466-3837 or email: [mgee@masonicpathways.com](mailto:mgee@masonicpathways.com)

**Maintenance** (989)466-3852 or email: [ctaylor@masonicpathways.com](mailto:ctaylor@masonicpathways.com)

# Masonic Pathways

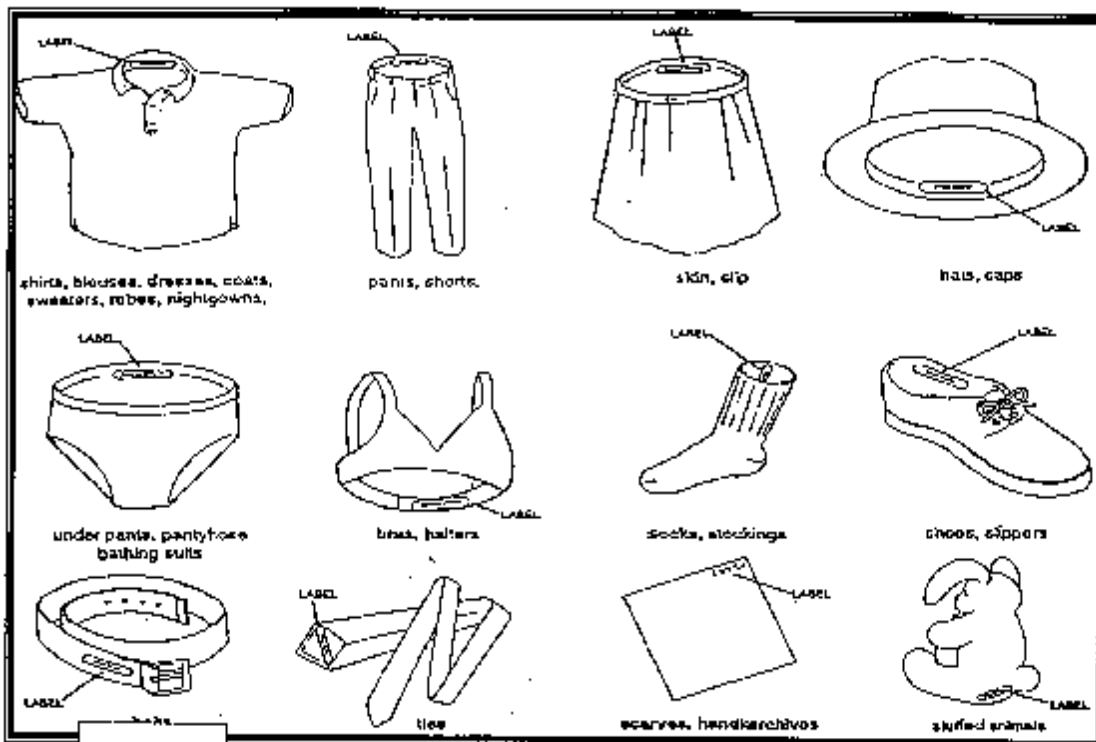
## U.S. STANDARDS – NURSING HOME RESIDENT CLOTHING IDENTIFICATION

### ACCEPTABLE MARKING METHODS

Masonic Pathways will provide the iron-on labels.

Personal clothing must be marked with permanent iron-on label with the residents' name, machine printed in indelible ink. Labels are applied with a hand ironer set on high. DO NOT print directly on the clothing; the ink will bleed through the fabric.

Personal leather or plastic articles such as shoes, purses and wallets can be marked with a permanent



### IRON-ON/SEW-ON LABEL SPECIFICATIONS

Label must be a woven or non-woven polyester fabric measuring a minimum of  $3/8" \times 2"$  or a maximum of  $5/8" \times 3"$ .

Labels must have rounded corners for maximum comfort.

Labels must be coated to insure a permanent washable bond with the ink used for printing the resident's name.

The resident's name must be printed with indelible ink which will remain readable for at least 200 washings.

Iron-on label adhesive must not melt below 350 degrees Fahrenheit to prevent removal in dryers.