

Resident Storage of Personal Belongings

- Masonic Pathways **provides limited storage** for residents' personal possessions. Storage is limited and based on availability of space.
- Masonic Pathways **cannot** store furniture and other large personal items upon admission.
- Residents clothing and luggage **cannot not exceed** the storage space allotted.
- Residents may contact Environmental Services to **assist with transfer of items to or from storage.**

Michigan Masonic Home Resident Storage

Michigan Masonic Home Residential residents will be provided one free storage opportunity per room. Approximate size of storage units:

- a. Locker: 2 feet wide x 2 feet deep x 5 feet high
- b. Bulk cage: 3 foot cube

When needed and if available, a resident can purchase a double bulk cage for \$17.00 a month.

Storage Upon Discharge/Transfer or Death

In the event of a discharge/transfer or the death of a Resident maintaining a room in the Michigan Masonic Home, the personal belongings of the Resident must be removed from their room and storage unit(s) within thirty (30) days of their "Notice to Vacate" (see form at the end of this section). For a fee, personal belongings may be packed up and/or stored by our Environmental Services Department for up to 90 days. The fees are listed in the Admission Booklet under Supplemental Services.

When a Resident is permanently transferred to the J.F. Sanders Health Care Center, Environmental Services will assist the Resident regarding what items can be transferred to the room in HCC. The remaining belongings must be removed from the previously occupied room in the Masonic Home within thirty (30) days.

J.F. Sanders Health Care Center

J.F. Sanders Health Care Center residents are provided one free storage opportunity. Approximate size of storage units: 3 feet wide x 2 feet deep x 5 feet tall.

Storage Upon Discharge/Transfer or Death

Nursing staff will notify the Environmental Services Department immediately in the event of discharge or the death of a resident. The personal belongings of the Resident must be removed from the room immediately and placed in temporary storage. The belongings must be removed from temporary storage within seven (7) days.

Resident Lock Box: Nursing staff has access to a key to a resident's lock box. They can assist the family with gathering items from the lock box upon discharge/transfer or death.

Environmental Services Department will contact the family, Responsible Party, DPOA and or Guardian to make arrangements for the removal of the resident's belongings.

If items have not been removed, beginning on the eighth (8th) day, items will be moved to paid storage for up to 90 days.

If the items have not been removed at the end of 90 days, they will be disposed of at Masonic Pathways discretion.

4/08

TC/maintenance