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| **Section: Waterston House WH116.01** |
| **Policy and Procedure: Storage of Personal Belongings** |

**POLICY:**

Waterston House has provided limited additional space for residents who wish to store personal belongings while they are staying in the residence.

**PROCEDURE:**

1. When a resident requests storage space, staff are to record the date, client name, and items stored, on an item storage sheet to be placed in the resident’s file. Place these items into the appropriate storage area. Waterston House staff will attach a label to storage cage with the following information: tenant’s name, suite number, date and staff’s initial.
2. The resident MUST sign the storage sheet indicating his agreement with the list of items.
3. When a resident comes and requests his things from the storage area, he must sign the storage sheet indicating the date and goods retrieved.
4. RESIDENTS ARE NOT PERMITTED TO GO TO THE STORAGE AREA TO RETRIEVE THEIR OWN POSSESSIONS.
5. If a resident returns at a later time and wishes to return some items to storage, new entries must be made to the item storage sheet in the resident’s file.
6. Once a resident leaves Waterston House he must arrange for storage items to be retrieved within 30 days. Items left longer than 30 days will be disposed of in an appropriate manner.