

PERSONAL PROPERTY LIST
26 Chalmers Road

Name:

Date of Arrival:

General

Please complete this form in full and return it to Chalmers Road on the day of arrival. We would also ask that the form be completed accurately in that a detailed description of items of clothing or personal belongings is given.

Please list all items that a person brings to Chalmers Road. This should include items such as tapes, books, etc. A separate area is provided to list what people are wearing on arrival.

The house has full washing and drying facilities and can cope with most items of clothing, however, we cannot provide a service for specialist cleaning. Any special instructions **must** be provided on the form. If you do not wish clothes to be washed then we would advise people to bring a clean change of clothing for **every day** of the respite period.

People using Chalmers Road should supply all their own toiletries, e.g. shampoo, soap, etc. and these should also be listed.

Please note that we cannot take responsibility or liability for any personal items that are not listed and that people are advised that, if they bring in items of value, they do so at **their own risk**. A small lockable box is available in each bedroom for smaller items such as money and medication.

Thank you

Greig Stevenson
Manager



The information provided is subject to the Data Protection Act (1998). Information may be shared with other Council Departments and External Agencies for stated purpose of maintaining your care needs.

<p style="text-align: center;">TOILETRIES Item and Description</p>	<p style="text-align: center;">Special Instructions</p>

<p>Completed by</p> <p>Signature:</p> <p>Date:</p>	<p style="color: red;"><u>Chalmers RD Staff Use Only - Sign and Date</u></p> <p style="color: red;">Checked on admission –</p> <p style="color: red;">Checked on Discharge -.....</p>
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