

Manual of Administration

TOPIC: Support Services	SUBJECT: Inventory of Personal Property: For People Receiving Residential Supports and Services	Code: SS050
		Date of Issue: April 2012
		Revised: November 2013
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The documentation will include an ongoing up-to-date inventory list which will include the following detail:

Documentation of all personal belongings (excluding clothing) that meet the following criteria:

- The person supported wants the belonging on the list
- The item has a value of \$250 or more
- The item has a special significance (i.e. sentimental)

* An inventory of a person's clothing will also be kept, outlining the article name and description, date purchased/received, the date disposed of and signature.

Support workers will complete the inventory list form which details:

- Item
- Description
- Color/make/model/serial #
- Warranty information
- Date purchased
- Where item was purchased
- Value
- Percent owned
- Special care / maintenance instructions
- Date of maintenance if applicable
- Disposal date
- Where item was disposed of
- Disposed by whom

Support workers are responsible to add to the list and ensure it is up-to-date on an ongoing basis.

A copy of a person's inventory will be kept at his/her home and a copy in central file. The old inventories will be archived.

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Inventory List

Personal Inventory Belonging to: _____ Completed By: _____

Manager: _____

Item Details				Purchase Information			Disposal Information				
Item	Description	Colour, Make, Model, Serial #	Warranty Information	Date Purchased	From Where	Value	Percent Owned	Special Care, Maintenance, & Instructions	Date of Disposal	Where	Who

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