Please review residence expectations below. **Upon arrival** and **prior to departure**, please initial each item to indicate your agreement. **This form must be returned to the Nurse in Charge/CHN with your residence keys prior to departure.**

We have experienced issues with items going missing from the residences. This agreement is intended to help address this issue. In an effort to keep better track of the supplies provided by FNHA, each nurse going into a residence is required to do an inventory check upon arrival and prior to departure, to ensure all items are accounted for.

|  |
| --- |
| Unit:\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Nurse’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dates: \_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_ |

|  |  |  |
| --- | --- | --- |
| Initial upon arrival | *Your initials indicate* ***YES*** *to each item.  If there are any* ***issues****, write* ***NO*** *in the box, and provide a written explanation.* | Initial prior to departure |
|  | My unit is fully stocked (see residence inventory on reverse) |  |
|  | There are no worn out, damaged, broken, or missing items from my unit  If necessary, please list: |  |
|  | There are no repairs that need to be done.  If necessary, please list: |  |
|  | I have not moved any items out of unit |  |
|  | I have not borrowed any items from another unit |  |
|  | My unit is clean and in satisfactory condition  If necessary, please list: |  |
|  | My keys are on a FNHA lanyard, with a tag indicating my unit, a fob, and a key |  |

***If there any items in your unit that are missing or damaged, please alert the FNHA NIC/CHN or PG Admin immediately.***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Living Room** |  | Wooden Spoons |  | **Other Items** |  |
| Entertainment Centre |  | Whisk |  |  |  |
| TV |  | Grater |  |  |  |
| DVD Player |  | Colander |  |  |  |
| Satellite Receiver |  | Cutting board |  |  |  |
| Coffee Table |  | Hot mats |  |  |  |
| End Tables |  | Oven gloves |  |  |  |
| Sofa |  | Tea towels |  |  |  |
| Lamps |  | Dish clothes |  |  |  |
| Bookcase |  | Place mats |  | **General** |  |
| **Dining Room** |  | Garbage can |  | Phone |  |
| Table |  | **Laundry / Cleaning Supplies** |  | Answering machine |  |
| Chairs |  | Vacuum |  | Clock |  |
| **Kitchen** |  | Broom |  | Door mat (entry) |  |
| Stove |  | Dustpan |  | Boot mat |  |
| Fridge |  | Mop / Swiffer |  | Fans |  |
| Freezer |  | Bucket |  | Door mat (entry) |  |
| Microwave |  | Washer |  |  |  |
| Tea kettle |  | Dryer |  | **Outdoor** |  |
| Toaster |  | Iron |  | BBQ |  |
| Coffee maker |  | Ironing board with cover |  | Propane Tank |  |
| Blender |  | Clothes hangers |  | BBQ Utensils |  |
| Electric mixer |  | **Bedroom (main)** |  | Garden hose |  |
| Knife block |  | Queen bed |  | Spray nozzle |  |
| Scissors |  | Dresser |  |  |  |
| Plastic containers |  | Bedside tables |  |  |  |
| Cutlery |  | Sheets |  |  |  |
| Dinner plates |  | Pillow cases |  |  |  |
| Side plates |  | Pillows |  |  |  |
| Soup bowls |  | Duvet |  |  |  |
| Small glasses |  | Duvet cover |  |  |  |
| Large glasses |  | Cotton blanket |  |  |  |
| Mugs |  | Fleece blanket |  |  |  |
| Wine glasses |  | Lamps |  |  |  |
| Tea pot |  | Mattress cover |  |  |  |
| Casserole dish |  | **Bedroom (spare)** |  |  |  |
| Mixing bowls |  | Queen bed |  |  |  |
| Pots with lids |  | Dresser |  |  |  |
| Frying pans |  | Bedside tables |  |  |  |
| Roasting pan |  | Sheets |  |  |  |
| Measuring cups |  | Pillow cases |  |  |  |
| Measuring spoons |  | Pillows |  |  |  |
| Rolling pin |  | Duvet |  |  |  |
| Cookie sheet |  | Duvet Cover |  |  |  |
| Loaf pan |  | Mattress cover |  |  |  |
| Muffin Tin |  | Lamps |  |  |  |
| Cake pan |  | **Bathroom** |  |  |  |
| Pizza pan |  | Bath towels |  |  |  |
| Pie plate (glass) |  | Hand towels |  |  |  |
| Can opener |  | Face clothes |  |  |  |
| Veggie peeler |  | Shower curtain (outer) |  |  |  |
| Garlic press |  | Shower liner (plastic) |  |  |  |
| Pizza cutter |  | Waste basket |  |  |  |
| Ladles / serving spoons |  | Bath mat |  |  |  |
| Spatula |  | Toilet brush |  |  |  |
| Flipper |  | Plunger |  |  |  |