

# Welcome Home!

*This is a common living space, used by many nurses.  
Please read and follow the rules below to ensure this unit is clean, well-stocked,  
and inviting for the next guest.*

**Upon arrival – walk through the residence.** If you notice items are missing or broken, notify the Nurse in Charge and the Prince George office immediately.

## General

Leave boots / shoes at the entrance

No smoking

No pets or unauthorized persons – please obtain permission from the Nursing Manager first

**DO NOT MOVE SUPPLIES BETWEEN UNITS** – if you borrow something from another unit, put it back when you are done. If something is missing or broken from your unit, ask to have it replaced.

No incoming collect calls – please use a calling card; residence phone lines are long distance restricted

Close and lock all windows and doors when not at home

Do not give the key to anyone – keys must be returned to the Nurse in Charge prior to departure

## Before Leaving

Wash, dry, fold, and return all linen to the cupboard

Clean floors – vacuum and mop

Dust / wipe down hard surfaces

Clean bathroom

Wash and put away all dishes

Take garbage / recycling out

Throw out all perishable food

***Please ensure you leave this unit clean with all supplies present,  
otherwise, you will be billed for damages.***