



## POLICY & PROCEDURE

**CATEGORY: PROPERTY SERVICES**

**ISSUE DATE: September 14, 2022**

**AUTHORIZED BY:  
DIRECTOR, SUPPORT SERVICES**

**REVISION DATE: N/A**

**SUBJECT: RESIDENT FURNISHINGS AND APPLIANCES**

### PURPOSE

1. To identify the furnishings provided by Perley Health.
2. To provide residents the opportunity to personalize their living environment by bringing pre-approved furnishings and appliances to Perley Health.
3. To evaluate all residents' appliances at the time of admission to ensure they are in safe working order and meet Canadian Standards Association (CSA) standards.
4. To ensure that all identified deficiencies in appliances and furnishings are repaired by the family or the appliance is removed from Perley Health.

### POLICY

This policy and procedure is in accordance with the [Fixing Long-Term Care Act, 2021](#).

Each resident shall be encouraged to have his/her personal style, cultural content and preference with pictures, possessions and furnishings while being mindful of the Health and Safety, Infection Prevention and Control, and the Fire Safety requirements. For the health and safety and well-being of residents and staff, any and all electrical appliances/devices and furnishings brought into Perley Health by the resident or his/her family must be checked and approved by Property Services staff.

There is a system in place to evaluate and monitor all appliances and furnishings used by residents.

### APPLICABILITY/SCOPE

This policy and procedure applies to all facility services staff, volunteers, residents and families within the long-term care facility.

### DEFINITIONS

N/A



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### **PROCEDURE**

1. Furnishings provided by Perley Health (which may be removed if residents provide their own furnishings):
  - a. Perley Health will provide sufficient indoor and outdoor furnishings in all residential areas including tables, sofas, chairs and lamps to meet the needs of the residents.
  - b. Perley Health will ensure that,
    - i. Resident beds have a firm, comfortable mattress that is at least 10.16 centimeters thick unless contraindicated as set out in the resident's care plan.
    - ii. Resident beds are capable of being elevated at the head and have a headboard and a footboard.
    - iii. Roll-away beds, day beds, double deck beds, or cots are not used as sleeping accommodation for a resident, except in an emergency.
    - iv. A bedside table is provided for every resident.
    - v. A comfortable easy chair is provided for every resident in the resident's bedroom, or that a resident who wishes to provide their own comfortable easy chair is accommodated in doing so.
    - vi. A dresser is provided for every resident and
    - vii. A clothes closet is provided for every resident in the resident's bedroom.
2. Pre-Admission:
  - a. Admission Coordinator to provide and review policy with resident and family prior to admission. Admission coordinator will communicate inquiries to the appropriate department/discipline for follow-up, along with all pertinent details of the request.
  - b. In the case of a special request, the Admissions Coordinator or appropriate department will notify the resident/family of the decision and provide an explanation if the request is denied. Investigations into special requests for devices and furnishings will be done in a timely manner within available resources to meet resident need. Appropriate departments (e.g. Nursing) will be consulted as needed to determine if request can be met.



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3. On Admission:

- a. The residents' personal pre-approved electrical equipment will be visually checked by Property Services staff to confirm that the personal electrical equipment conforms to Underwrites Laboratories (UL) or CSA standards. Furniture will be checked to ensure the items are in good condition and that the sizes of the items are suitable for the resident's room.
- b. If the electrical appliance conforms to standards, Property Services staff will place a sticker on the item indicating the appliance has been checked. If item does not conform, it will be removed by Property Services staff and returned to the Registered Staff to advise the family.
- c. Property Services staff will assist in the installation of pictures, mirrors, wall hangings, etc.

4. Post Admission:

- a. When a resident or family would like pictures hung, requests should be made through PM Worxs. The resident or family should identify approximate installation locations using Post-It Notes. Nursing staff will request a work order be created for the installation. The work order will be assigned by the Support Services Manager or delegate.
- b. Residents and families are required to bring personal furnishings and appliances that they would like to put in the residents' room to the attention of the Property Services staff. Nursing staff will request a work order be created for the installation. The work order will be assigned by the Support Services Manager or delegate.
- c. Defective furnishings and appliances will be removed from the residents' room and family will be asked to have it repaired or replaced, if it was not provided by Perley Health.
- d. The resident or family is responsible for all repair costs associated with appliances and furnishings that the resident/family brought to Perley Health.
- e. Perley Health staff will remove Perley Health appliances and furnishings when determined to be unsafe.

5. Discharged / deceased residents:

- a. Resident personal belongings must be removed from Perley Health within 48 hours of discharge.



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- b. Personal belongings left in the discharged room will subject to a \$200.00 disposal fee.

### Resident's Electrical Devices And Furnishings

1. All electrical appliances/devices and furnishings brought into Perley Health must be checked and approved by Property Services staff before being put into use.
2. Where a resident has more appliances than receptacles in his/her room, he/she must supply a power bar with circuit breaker. **Extension cords are not permitted.**
3. The following furnishings/items are provided by Perley Health: clothes closet, side table, high back comfortable chair, hospital bed with headboard and footboard capable of being elevated at the head, firm comfortable mattress (6 inches / 15.2cm), pillows and blankets.
4. If a resident wishes to provide his/her own side table or chair, Perley Health may need to remove the furnishings if there is a lack of space in the room. It is highly recommended that upholstered chairs brought in by a resident be fire retardant and water proof. It is highly recommended that any blankets and comforters brought in by a resident be fire retardant and machine washable. Specialty mattresses must be approved prior to admission, otherwise a regular mattress will be provided until the mattress can be examined and approved.
5. Where resident's personal furnishings impede staff in the provision of care to the resident, the furnishings are to be removed.
6. The following electrical appliances/devices are **not** permitted in residents' rooms: electric blankets, heaters and heat lamps, heating pads (electrical or non-electrical), lamps attached to beds, coffee makers, kettles, toasters and toaster ovens, microwaves, popcorn makers, hot steam vaporizers and the like. If clarification is required the issue should be addressed with Property Services Manager or delegate.
7. Residents and/or their families are responsible for cleaning and maintaining any personal bar fridges.
8. No storage of any contaminants, hazardous, combustible, offensive or illegal goods or materials shall be kept in the resident's room or Long-Term Care facility.

**Please note:** To support resident-centered care, requests for items not identified in the policy and procedure will be considered on a case-by-case basis. If an item cannot be accommodated, rationale will be provided to the resident/family (verbally or in writing as needed) by the Admissions office or appropriate department.



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**REFERENCES**

*[Fixing Long-Term Care Act, 2021](#)*

**APPENDICES**

N/A