

Chalmers Lodge Move In Checklist

The management and staff look forward to welcoming you to Chalmers Lodge. The following is a detailed checklist for moving in. Please contact Community Relations Director for assistance:

Andrea Kovits
Community Relations Director

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Cell: 778-847-3178
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Email: CommunityRelations@ChalmersLodge.ca

Move In Checklist

The following checklist will assist you in preparing to move to Chalmers Lodge.

If you have any questions, contact our Director of Community Relations, Andrea Kovits.

Moving Information:

- Move In Time - Notify Chalmers Lodge of expected move-in arrival time. New residents are welcomed to Chalmers Lodge on weekdays: Monday to Friday. The Director of Care and Director of Community Relations will be on hand to help you settle in. To avoid elevator congestion, ideal arrival times are 9 – 11:30 a.m. and 1:30 – 4 p.m.
- Movers - If you are using professional movers, please provide mover name and contact information to Andrea. Advise mover that the best access for moving in is via the alley at the rear of the Lodge. Trucks can back down the emergency ramp to access Chalmers through the back door. An elevator key is available to lock down the elevator.

Furnishings & Equipment:

- Furniture - Advise Chalmers if you plan to bring your own furniture or if you will use Chalmers' furniture. There is no charge to use Chalmers' furniture. Chalmers provides a single bed, bedside table, desk & chair.
- Recommended additional items include: a comfortable living room chair or small loveseat, a throw (blanket) for the chair/loveseat, 1-2 end tables, small bookshelf, TV stand and TV, pole lamp, table lamp, duvet or quilt for bed (Chalmers provides sheets and cotton blanket if using our single bed, otherwise bring all your own bedding), an extra pillow and slip, pictures for the wall, laundry basket
- Electrical Devices – Advise Chalmers if you plan to bring any of the following: small fridge (bar size), microwave, kettle, coffee maker. All electrical devices must have an automatic shut-off and be approved by Chalmers' maintenance dept. Chalmers Lodge has a limited supply of fridges to rent for \$10/month.
- Phones - If you want to have a land line in your suite, arrange installation with Telus before you move in. Shaw is not set up to provide phone service at Chalmers Lodge.
- TV - Please note that basic cable is available in all suites at no extra charge. Shaw is the provider. This service is not high-definition. To order high definition TV with full channel selection of your choice, order privately through Telus (not Shaw). Residents provide own TVs. Chalmers has a limited supply of rental TVs available for \$10 rental per month.

- Internet – WiFi is available on the main floor of Chalmers Lodge. For internet in your suite, contact Telus (not Shaw). This is a private pay arrangement between you and Telus.
- Assistive Aids - Arrange for any equipment you will need at Chalmers including walker, toilet seat riser, shower seat, transfer bench, etc. Call Chalmers if you have questions.
- Grab Bars - Grab bar installation is done by Chalmers Lodge. Discuss with Chalmers prior to move in.
- Alert Systems - Chalmers has pull-cords in the main room and bathroom to alert nursing staff of emergencies. If an additional level of security is desired, residents can arrange for private alert systems.

Insurance:

- Insurance Coverage - The residents of Chalmers Lodge are tenants of rental housing. It is good risk management for tenants to carry tenant insurance.

Tenant's insurance requirements fall into two main categories:

- 1) Indemnification for loss of or damage to their own property, i.e. Fire Insurance
- 2) Indemnification for amounts for which they may become liable for bodily injury to others or for damage to other people's property, i.e. Liability Insurance.

Tenant insurance is obtained privately through your insurance company. Tenants can purchase a Tenant's Package Policy, or some insurers will extend coverage under a home owner's policy to a dependent parent in care.

Health:

- Prescription Transfer – Ensure your prescriptions are sent to Chalmers Lodge at least 3 days prior to move-in. Chalmers sends prescriptions on to preferred pharmacy. We recommend new residents move to Chalmers with a 3 day supply of medications. For your information Chalmers Lodge uses the Shoppers Drug Mart at 2888 Granville Street, Vancouver. Phone: 604-738-3107.
- For convenience in obtaining prescriptions, toiletries, and other items, you may want to consider opening an account at Shoppers Drug Mart. They deliver at no charge to Chalmers Lodge.
- Test Results - If transferring from hospital, ensure copies of blood work, X-Rays, and any pertinent test results are faxed to Chalmers Lodge.
- Dietary Restrictions - Ensure Chalmers Lodge is informed about all food restrictions prior to move in.
- Allergies - Inform Chalmers Lodge about ALL allergies prior to move in.
- Vaccinations - Confirm if flu and pneumonia vaccines are up to date.
- Visiting Physicians – Physicians regularly visit Chalmers Lodge. If you would like to become a patient of one of the visiting physicians, please let us know.
- Instructions for Medical Emergencies – Chalmers' nursing staff need to be able to convey your wishes to healthcare professionals in the event of a medical emergency. If you have an Advance Directive or a Do Not Resuscitate order, kindly provide prior to move in.

- Advise Community Relations Director of desired mealtimes in advance of arrival. The early sitting is 8 a.m., Noon, and 5 p.m. The late sitting is 9 a.m., 1 p.m., and 6 p.m. Residents can also choose any combination of the two sittings.

Finances and Documents:

Please come prepared with the following. You are welcome to look after this prior to your move.

- If applicable, provide a copy of Power of Attorney document
- Cheque for first month's fees.
- Complete and sign Resident Agreement (Resident and POA where applicable).
- Set up automatic monthly withdrawals for your fees. Provide either a VOID cheque or a pre-authorized payment form from your financial institution. Chalmers has forms on hand as well.
- Advise of name and full contact information of person who is to receive invoices & statements of account.

Arrival, Intake & Orientation:

When you arrive, you will receive the key to your suite and a Chalmers Lodge information booklet. If you would like a copy of the booklet emailed to you prior to moving in, we are happy to provide it.

You will meet with the Director of Care to discuss your care plan and choose your mealtimes and seating.

The Director of Community Relations will answer any questions you may have and help you find your way around Chalmers Lodge.

After you arrive, the Chalmers Lodge nursing staff become your primary contact for most of your needs. Financial questions are managed by Virginia, our Office Manager, on the first floor - Room #101.