

### Checklist for New Residents

Contact Information for Assistance	
Andrea Kovits Community Relations Director	Office: 604-674-8224    Mobile: 778-847-3178 Email: CommunityRelations@ChalmersLodge.ca
Simran Dhillon Director of Care	Office: 604-424-4981 Email: DirectorofCare@ChalmersLodge.ca

✓	Documents & Finances	
	<b>Resident Agreement</b>	Complete, sign, and submit <b>Resident Agreement form</b> . If there is a Power of Attorney or Trustee, both the POA/Trustee and resident must sign.
	<b>Pre-Authorized Payments</b>	Set up automatic monthly withdrawals for your fees. Provide a VOID cheque and sign the <b>Chalmers Pre-Authorized Payment form</b> or provide one from your bank.
	<b>Power of Attorney</b>	Provide a copy of the Power of Attorney (POA) or Trustee documentation, if applicable.
	<b>Photo Release</b>	Review and sign the <b>Photo Release form</b> .
	<b>Parking Agreement</b>	If underground parking is requested, complete and sign the <b>Parking Rental Agreement Form</b> . Parking is based on availability.
	<b>Statements of Account &amp; Invoices</b>	Provide the name, address, email, and phone number of the person to receive invoices and statements of account (if not the resident).

✓	Health	
	<b>Prescription Transfer</b>	Complete forms for prescription transfer to Medical Pharmacies Group Ltd: <ol style="list-style-type: none"> <li>1. <b>Dispensing Authorization Form</b></li> <li>2. <b>Required Information Form</b></li> </ol> If you have questions, please call Director of Care to discuss.
	<b>Physician</b>	Provide contact information for physician or advise if interested in becoming a patient of a physician who sees patients at the Lodge.
	<b>Extra Support</b>	Contact Director of Care to pre-arrange assistance for extra support (eg. bathing support, dressing support, escort services)

	<b>Test Results</b>	If transferring from hospital, it is recommended you have copies of recent blood work, X-Rays, physio/OT assessments, and any other pertinent test results faxed to Chalmers Lodge: 604-731-3140.
	<b>Mealtimes</b>	Advise in advance your desired mealtimes: First sitting = 8 a.m. Breakfast, Noon Lunch, 5 p.m. Supper Second sitting = 9 a.m. Breakfast, 1 p.m. Lunch, 6 p.m. Supper
	<b>Assistive Aids</b>	Pre-arrange to have all assistive aids on move in day (walker, cane, toilet seat riser, shower chair, transfer bench etc.)
	<b>Grab Bars</b>	Bathrooms have grab bars. If more are required, discuss with Director of Care prior to move in.
	<b>Alert System</b>	If an additional level of security is desired, arrange for a private alert system.

✓	<b>Plan Your Move</b>	
	<b>Schedule Your Move</b>	Inform Chalmers of your <b>move day</b> and <b>arrival time</b> . Move ins are week days at 9-11:30 a.m. or 1:30 – 4 p.m.
	<b>Book Your Movers</b>	Provide mover name and contact information. Advise mover to back down the emergency ramp at rear of building and use the back door.

✓	<b>Furnishings &amp; Equipment</b>	
	<b>Furniture</b>	Inform Chalmers if you want to use any of the furniture we provide: Single bed, bedside table, desk & chair.
	<b>Phone</b>	Arrange directly with Telus for a phone line.
	<b>TV</b>	Basic cable is provided in all suites. Service is not high-definition. Arrange directly with Telus if you want high definition TV with your choice of channels.
	<b>TV Rental</b>	\$10 per month. Subject to availability.
	<b>Internet</b>	Arrange directly with Telus for internet in your suite. WiFi is available on the main floor of Chalmers.
	<b>Electrical Devices</b>	Advise if you plan to bring electrical devices: small fridge, microwave, kettle, coffee maker, fan. Kettle & coffee maker must have automatic shut-off.
	<b>Furnishings</b>	Suggested list of items to bring: <ul style="list-style-type: none"> <li>• Comfortable chair or two, or loveseat</li> <li>• 1-2 end tables and small bookshelf</li> <li>• TV stand &amp; TV</li> <li>• Standing lamp and table lamp</li> </ul>

		<ul style="list-style-type: none"> <li>• Duvet or quilt for bed</li> <li>• Extra pillow and slip</li> <li>• Pictures and art for the walls</li> <li>• Laundry basket and laundry detergent</li> <li>• Bath and hand soap</li> </ul>
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✓	<b>Insurance Coverage</b>	
	<b>Tenant Insurance</b>	<p>Residents of Chalmers Lodge are tenants of rental housing. It is good risk management for tenants to carry tenant insurance:</p> <ol style="list-style-type: none"> <li>1) Indemnification for loss of or damage to own property i.e. Fire Insurance</li> <li>2) Indemnification for amounts for which you may become liable for bodily injury to others or for damage to other people's property, i.e. Liability Insurance</li> </ol> <p>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.</p>