

## Ingersoll Support Services Inc.

**Policy: Supporting the Well-Being of the Person:  
Property**

**Policy # QAM 33  
Section:**

Approved by the Board of Directors: *Sept. 22 2011*  
Procedure Revision:  
Review Date: September 26 2017

Ministry requirement –  
**QAM IV.25**

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*Respect for all persons supported by the agency is demonstrated by respect for the care, maintenance, and inventorying of their personal property.*

### **Procedure:**

#### **Inventory**

1. All persons supported by the agency should be encouraged to own and care for property that is uniquely their own. All personal property of persons supported is included in an ongoing inventory of possessions by list, photo or both. The inventory is updated and verified annually. New items are to be added as purchased.
2. A copy of the inventory is to be kept at the person's home with a duplicate kept in the central office file.
3. Items may be removed from inventory when they are discarded by or with the knowledge of their owner. Items missing from annual inventory need to be reported to the Manager.

#### **Care and Maintenance**

4. All staff persons are responsible for the care and maintenance of the personal property owned by persons they support. Staff responsibility includes modeling and teaching care and maintenance of personal property to the persons they support.
5. This differs in kind from agency owned and maintained properties. Please see Policy # QAM 23, Inspection and Maintenance of Equipment and Policy # A6, Inventory Control.