

Customer Relocation Checklist

Step	Task: Everything to be packed within 3-hour
<p>Step 1</p> <p>Essential Items</p>	<p>The person will be in quarantine for at least two weeks, so you need to pack enough clothes. The quarantine facility will have a washing machine.</p> <p>Staff must pack essential items for the person:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Medications <input type="checkbox"/> Documentation, e.g. A2D folder, support plans <input type="checkbox"/> Communication aids <input type="checkbox"/> Clothes, pyjamas <input type="checkbox"/> Personal hygiene, toothbrush, soap, shampoo <input type="checkbox"/> Mobility equipment: walkers, wheelchair, sling. <input type="checkbox"/> Personal belongings that the person would like to take that would make them comfortable, and can reasonably be transported. E.g. sensory items, photo albums, DVDs, CDs. <input type="checkbox"/> Pack food for 24-hours: <ul style="list-style-type: none"> <input type="checkbox"/> Breakfast <input type="checkbox"/> Morning Tea <input type="checkbox"/> Lunch <input type="checkbox"/> Afternoon tea <input type="checkbox"/> Dinner <input type="checkbox"/> Supper
Step 2	<p>Are there any 'essential items' that cant be easily transported: e.g. manual hoist, communication aids fixed to walls.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Yes: Notify Maxine <input type="checkbox"/> No
Step 3	<p>Are there any 'non essential items' that the person would like to bring to make them feel more comfortable, but is not able to be reasonably transported at the present time. E.g. Desk top computer.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Yes: Notify Service Manager to make arrangements to transport at later date if reasonable. <input type="checkbox"/> No
Step 4	<ul style="list-style-type: none"> <input type="checkbox"/> Notify Maxine once all steps have been completed.