ITEMS DAMAGED BY STAFF 671

It is the policy of Winning Wheels to treat residents' personal property with the utmost caution when handling. In the unfortunate circumstance that something of value belonging to a resident would be damaged by staff, the facility will investigate the incident and document it on the "Residents Broken or Missing Item Tracking Log". Each social worker will keep their own log for the residents on their caseload and a log will also be kept in the Administrative office. Facility policy, as stated clearly in the resident contract, emphasizes that Winning Wheels cannot be responsible for lost or stolen items. However, if the item broken is replaceable (i.e. coffee mug, picture frame, etc.) vs. nonreplaceable (i.e. photograph) the facility may elect to replace it pending the outcome of the investigation. Board of Director approval is required for any items the facility elects to replace. Residents are reminded of our statement in the facility contract which states Winning Wheels cannot be responsible for lost or stolen items. The facility does feel this policy on"Replacement of Broken Items" is reasonable.