

Lost & Found Procedures

Last updated, March 2008

1. General Item(s) Found

1.1 Item(s) found must be all turned into Security. Be aware of information technology items such as memory cards, media disks etc. as their value is in the information or photos that they may contain.

1.1.1. If the item is alcohol related refer to Section 2.

1.1.2. If the item is food related refer to Section 3.

1.1.3. If the item is of a personal nature (toiletries/underwear) refer to Section 4.

1.2 Security will record each individual item, location found and the person who turned the item(s) in to Security.

1.3 The person turning the item(s) in and the Security person on duty will then sign that they both agree the item(s) now reside with Security.

1.4 The items will remain stored with Security for 90 days. After 90 days the items will be donated to the local charity organization.

1.4.1 Delivery of item(s) to the local charity will be organized by Security and could be delegated to Custodial Supervisor.

2. Alcohol Item(s) Found

2.1 Open Alcohol will be destroyed immediately.

2.2 Unopened Alcohol will be brought to Security.

2.3 The item(s) will remain stored with Security as a courtesy to the guest for 7 days. After 7 days the Security Supervisor or designate will destroy the items.

3. Food item(s) Found

3.1 Food bank boxes will be provided in every student lounge one day before check out by custodial staff.

3.1.1 Learners then have an option of donating any unopened foodstuffs to a local food bank.

3.2 One day following a check out the custodial staff will remove the boxes and take to the Custodial Supervisor.

3.3 The Custodial Supervisor will check the foodstuffs to ensure it is unused and will arrange for the items to be taken to the local food bank.

3.4 Any other items left whether open or unopened in the fridge or cupboards will be destroyed.

4. Toiletries/Underwear Found

4.1 Toiletries such as tooth paste, shampoo, personal hygiene etc. are to be disposed of.

4.2 Underwear including socks are to be disposed of.

4.3 Prescription drugs are to be turned into Security.