

LOST AND FOUND

Purpose: To provide expectations and guidelines regarding Lost and Found items.

Scope: Policies and procedures listed apply to all UGA Recreational Sports student staff trained in Facility Operations at the Ramsey Student Center.

Policies:

- I. LOST AND FOUND
 - a. General Lost and Found items will be kept for a total of four weeks before being cleaned out.
 - b. Valuable items submitted to Lost and Found should only be stored inside the safe.
 - c. Facility Managers will report any valuable lost and found items to the University Police Department every Monday, Wednesday, and Friday morning (when valuable items are present in the safe).

Procedures:

- II. LOST AND FOUND
 - a. General lost and found should be recorded in the Lost and Found binder to provide a record for each item being held.
 - b. When reporting valuable lost and found, Facility Managers should call in to UGA Police Department and notate the time that the call occurred on the Facility Report.