

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 morning (when valuable items are present in the safe).

Procedures:

- II. LOST AND FOUND
 - a. Lost and found should be recorded using the Found Items Google Form on the iPad to provide a record for each item being held. Items (except for credit/debit cards and IDs) will be photographed, and photo of the item will be attached to the form submission.
 - b. Patrons that are picking up lost items will be required to complete a Picking Up Found Items Google Form to provide a record for who picked up the item and when.