

## **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. Lost and Found items will be stored within the Ramsey Student Center for a total of 4 weeks.
  - b. If items are not claimed after 4 weeks, they will be donated or trashed, depending on the condition.

### **Procedures:**

- II. LOST AND FOUND
  - a. Staff members must complete the “Lost & Found” Excel Sheet to log items in our possession.
  - b. Valuable items must be stored inside the safe. This includes, but is not limited to, expensive jewelry, expensive electronics, house keys, car keys, wallets, IDs, credit cards, etc.
  - c. All Air Pods must be stored in a plastic bag and labeled with the date before placing in the safe.
  - d. Every Monday morning, the opening Facility Manager must call University Police and ask them to pick up the valuables in our safe.