

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 up to 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” Google Sheet to log items in our possession. This Google Sheet can be found on the laptop at the Admissions Desk.
 - 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 serial number and date before placing in the safe.
 - d. All other items must be stored in the black cabinet in the PA Office. Please empty all food and drink containers.
 - e. Lost and found items must be rotated every week. Week 1 moves to week 2, week 2 moves to week 3, week 3 moves to week 4, and after that, the item is trashed or donated.
 - f. Every Monday morning, the opening Facility Manager must call University Police at 706-542-2200 and ask them to pick up the valuables in our safe.
 - g. We are not permitted to confirm lost and found items over the phone. If an individual suspects an item may be in our lost and found, they must speak to our Admissions Desk in person.
 - h. We are not permitted to write down names, phone numbers, or 81x numbers if a patron asks us to call them if a certain item is found. They must come back to the Admissions Desk at another time to see if the item has turned up.