

POLICY NAME: LOST AND FOUND POLICY	VERSION:
RESPONSIBLE DEPARTMENT : TRINCOL	APPROVAL DATE: JANUARY 22ND, 2013
REVISION DATE: JANUARY 2011	REVISION NUMBER: 1

LOST AND FOUND POLICY

- 1)** Lost items must be recorded in the Lost and Found Log Sheet and handed over to the Premises Department.
- 2)** Unclaimed items will be kept secured by the Premises Department until they are claimed.
- 3)** To report lost items please contact the Premises Department. (Safety Security officers).
- 4)** Unclaimed personal items such as Driver's Permit or Identification Card (I.D) will be forwarded to the Arouca Police Station if not claimed after one week.
- 5)** In an attempt to ensure that lost items are returned to the rightful owner person making claims are asked to give a description of the item and to present I.D before the item is handed over. It must also be signed for.
- 6)** Items in lost and found that are not claimed for after three (3) months will be disposed of by Trincity College Ltd in any manner that is deemed fit (sale, auction, donation, etc.).