

LOST AND FOUND AND ABANDONED PROPERTY

Section: Residence Halls

Policy: When items are left in or around campus housing facilities after the owner has vacated, or when there is not ownership indicated on items, the items will be considered lost or abandoned. After reasonable attempts to contact the owner, staff should designate what can be donated and what can be discarded.

Purpose: The purpose of this policy is to provide guidelines regarding procedures for lost and abandoned personal property.

Definitions:

Lost and found is defined as unclaimed property that belongs to an unidentified person.

Abandoned property is unclaimed property that belongs to a known person who can be contacted for retrieval.

Scope: This policy applies to staff, residents, visitors and guests of University Housing.

Procedure:

- I. When an abandoned or lost item is found, staff should return it to the building closest community office from where the item was found.
- II. The receiving staff member should note the date, time, location where found and the name of the party turning in the property on the abandoned or lost property log. The name of the owner of the property should also be documented if it is known (e.g., abandoned property following resident's checkout, name of owner is indicated on the property).
- III. The receiving staff member will store the items and communicate the storage space to the assistant director of the area and the sustainability coordinator.
- IV. Staff members should contact the UGA Police Department immediately if the item found has personal identifying information (e.g. a wallet, purse, credit/debit card, driver's license, checks, or passport) or has an estimated value greater than \$100.
- V. University Housing will not accept cash as lost and found and should refer students to UGA Police Department.
- VI. If the owner is known, staff should make reasonable attempts to contact the owner and document those attempts.
- VII. If the item is retrieved by the owner, staff will check the owner's identification and then log the retrieval in the abandoned or lost property log. This should include name and signature of the person retrieving the item, the staff member's name, and the date and time.
- VIII. If abandoned property is not retrieved by the owner within 10 days, staff will reach out to the sustainability coordinator and arrange a time for them to come and assess the items that can be donated and they will remove those items. Any items left after this assessment will be discarded.

- IX. If lost and found items are not claimed at the community front desk by the first week of the new term, staff will reach out to the sustainability coordinator and arrange a time for them to come and assess the items that can be donated and they will remove those items. Any items left after this assessment will be discarded.
- X. Lost UGACards should be returned to the UGA OneCard Office located in the Tate Student Center.
- XI. During various closings, the following abandoned property protocols will be followed after the 10-day holding period is complete:
- Residence hall directors will contact sustainability coordinator to notify them about the items they have collected and where they are stored.
 - Sustainability coordinator will coordinate with eco reps to sort and label items for various donation centers. If eco reps are unable to help with the sorting and labeling of items, the sustainability coordinator may reach out to staff in the department for support to complete this task.
 - Sustainability coordinator contact institution sustainability intern to verify items for on-campus initiatives.
 - Sustainability coordinator will submit work request to have the items delivered from various storage areas to donation centers.
- XII. Donation centers will not accept socks, underwear or items in poor condition. These items should be discarded.

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